

Dawn Michelle McCoy

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I have at least 10 years of experience in the customer service industry. My experience includes customer-oriented food/beverage server, retail sales associate, warehouse work, hospitality, with experience in POS systems and cash handling procedures. Dependable and detail-oriented, with strong interpersonal skills and ability to learn new tasks quickly.

Authorized to work in the US for any employer

Work Experience

Delivery Driver and Customer Service

DoorDash/Postmates - Las Vegas, NV
July 2020 to Present

- Loading, transporting, and delivering items to clients or businesses in a safe, timely manner
- Reviewed orders before and after delivery
- Follow routes and time schedules

Independent Contractor

HOME HEALTH CARE SERVICES - Las Vegas, NV
March 2015 to February 2017

- Prepared and served meals and snacks
- Provided house cleaning and laundry services
- Transport client to Dr.'s office, grocery store, and other essential errands

Customer Service Associate/Merchandising

Sears Home Services - Long Beach, CA
December 2010 to March 2013

- Provided excellent customer service
- Greeted customers
- Responsible for cashier duties
- Created credit card applications

Server/Hostess/Bartender

Fantasy Castle - Long Beach, CA
July 2006 to May 2009

- Greeted and sat customers
- Served food and beverages
- Set up advertising signs and displays on shelves, counters, and tables

Warehouse Associate

FRAM FILTERS - Layton, UT
September 2002 to January 2004

- Stock and pack parts
- Loaded and unloaded merchandise
- Manually inspected items
- Followed loss prevention procedures

Education

Certificate in Medical Assistant

Everest College - Anaheim, CA
October 2009 to August 2010

Certificate in Cosmetology

Marinello School of Beauty - Downey, CA
June 2005 to January 2006

High school diploma in General Studies

Mehlville High School - St. Louis, MO
September 1986 to June 1989

Skills

- Ability to multitask
- Positive attitude
- Flexible
- Adaptable
- Delivery Driver Experience

Certifications and Licenses

Food Handler Card

May 2019 to May 2021

TAM Card

May 2019 to May 2023

Driver's License

February 2016 to February 2022

Assessments

Supervisory skills: Motivating & assessing employees — Highly Proficient

May 2019

Measures a candidate's ability to motivate the performance of others through feedback to identify improvements or corrective actions.

Full results: [Highly Proficient](#)

Manufacturing fit — Highly Proficient

September 2020

Measures the traits that are important for success in manufacturing roles

Full results: [Highly Proficient](#)

Written communication — Highly Proficient

February 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Highly Proficient](#)

Data entry: Accuracy — Highly Proficient

February 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [Highly Proficient](#)

Work style: Reliability — Expert

January 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Expert](#)

Nursing assistant skills — Proficient

September 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.