

# Sunda Smith

Natchitoches, LA

[sundasmith7\\_ugo@indeedemail.com](mailto:sundasmith7_ugo@indeedemail.com)

+1 318 521 5705

Seeking a full-time job in a fast paced environment where my Skills and Abilities can benefit your company's needs and demands.

Experience in buying merchandise or commodities for resale to consumers at the wholesale and retail level, including durable and nondurable goods.

Willing to relocate to: Leesville, LA

## Work Experience

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### **Multi-Unit Manager**

H&R Block - Mansfield, LA

November 2019 to April 2023

Managed three facilities making sure the services of customer services were met, deposits were ran correctly and the store was cleaned.

### **Medical Assistant**

HIGHER DIMENSIONS, INC - Shreveport, LA

February 2012 to September 2017

Performed administrative and certain clinical duties under the direction of a physician; scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes; took and recorded vital signs and medical histories; prepared patients for examination, drawing blood, and administering medications as directed by physician.

### **Professional Car Salesman**

Legacy Chrysler Dodge Jeep - Natchitoches, LA

May 2014 to January 2015

Discuss customers' needs and advise them on the most suitable vehicle. Arrange test-drives. Negotiate the sale price of vehicles, including any 'trade-in' price for customers' old cars. Work out finance arrangements, which may include cash payments or a car loan. Highlight additional products to customers, such as accessories or after-sales service.

Complete associated paperwork and pre-delivery inspections.

### **Manager**

McDonald's - Marshall, TX

March 2013 to September 2013

Directly supervise and coordinate activities of workers engaged in preparing and serving food.

### **Office Manager & Medical Aide**

Higher Dimension INC - Shreveport, LA

August 2012 to March 2013

### Office Manager

Scheduled appointments, recorded overdue balances, created/monitored employee work schedules , retrieved files from various department, communicate with families

### Cashier

Wendys - Natchitoches, LA

April 2009 to December 2010

Directly interacted with customers in a retail establishment or department.

### Department Sales Manager

Stage Department Stores - Shreveport, LA

January 2005 to February 2010

Directly supervise sales workers in a retail establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties.

### Management Trainee

Prism Medical Supplies - Shreveport, LA

April 2006 to December 2009

Responsible for scheduling and training all new employees . Responsible for all list of clients dietary and medical needs .

### Shift Manager

Pizza Hut - Natchitoches, LA

January 2008 to August 2008

Responsible for making sure all procedures ,duties and operation of business was prepared organized and ran according to the train of my job duties. Other duties included making sure all merchandise, hours and profits were accounted for.

### Shift Manager

Popeye's - Winnfield, LA

October 2004 to August 2008

Managed all crew members .Made sure store ran according to manual.

### Management Health

Eveline Taylor - Alexandria, LA

February 2002 to May 2008

Responsible for caring for employers ill mother who had cancer. Responsible for bathing, feeding, cleaning and administering medication to patient. Other duties included light cooking and cleaning.

### Store Manager

Montgomery Ward's - Shreveport, LA

March 2002 to November 2007

Authored Summarized Observed Communicated Resolved Responded Reported Performed Directed Revised Solved

Adjusted Administered Budgeted Managed Qualified Determined Estimated Balanced Arranged Answered Counseled

Provided Represented Resolved Mentored Encouraged Motivated Prevented Cared for Assisted Arranged Answered  
Analyzed Administered Incorporated Prioritized Produced Recommended Reorganized Enforced Attained Assigned  
Appointed Analyzed

### **Shift Manager**

Sonic Drive-In - Shreveport, LA  
December 2001 to June 2004

Directly supervise and coordinate activities in restaurant during that shift.

### **Assistant Manager/ Bookkeeper**

Mr T'S Automotive - Natchitoches, LA  
January 1998 to July 2000

Collective duties included bring the bookkeeper, secretary, appointment book handler and assistant manager of the business.

### **Cashier / Florist Assistant**

Misty's Flowers - Winnfield, LA  
May 1998 to September 1999

Duties included taking customer orders, helping with floral arrangements and taking payments.

## Education

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### **Associate's degree in Business Management**

NSU - Natchitoches, LA  
August 2001 to May 2003

### **Bachelor's degree**

## Skills

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- Floral Design
- Vital Signs
- Management
- Patient Care
- Office Management
- Sales Management
- Event Planning
- Negotiation
- Medical Office Experience
- Assistant Manager Experience
- Outside sales

## Certifications and Licenses

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**Driver's License**

**CPR Certification**