

# Nancy Campbell

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## OBJECTIVE:

To obtain employment in a work environment where I may utilize my skills and learn new skills along the way

Authorized to work in the US for any employer

## Work Experience

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### Reporting Coordinator

Southern New Hampshire University

June 2023 to Present

### Sales Associate

Boot Barn - Granbury, TX

March 2023 to Present

Maintain orderly store, put merchandise out from truck, operate POS system, customer service, interact with customers to find what they need, upsell, basic cleaning

### Buyback Lead/Keyholder

2nd and Charles - Littleton, CO

August 2019 to July 2020

Intake and evaluate merchandise for consideration of pawn, research merchandise, customer service, opening store, deposit and change run, use Microsoft Excel and Word to set up daily tasks

### Store Manager

Subway - Dothan, AL

September 2017 to February 2019

Basic sandwich making according to formulas; preparing food for backups and as needed on the sandwich line; retarding, seasoning, proofing and baking bread/cookies per corporate policy; basic and deep cleaning and maintenance of all items inside and outside of the store; correlating schedule depending on needs of store; interviewing potential employees; hiring and training new staff; weekly inventory of all items in store; control reports for products being used in store; order all products as needed each week; upload all incoming and outgoing products daily; balance and maintain register; use basic point of sale systems; collect change for store; make daily deposits

### Cook

Smokey Joes BBQ - Dothan, AL

April 2016 to September 2017

Preparation of meats, veggies and desserts; expediting food and maintaining consistent flow of food going out; stocking inventory; maintaining a safe food temperature for all cooked and cold food items;

taking orders while using multiple phone lines as needed; key holder; balancing cash register using point of sale

## **Cook**

LaBahia Nursing and Rehabilitation - Goliad, TX  
November 2014 to December 2015

Cleaned, cut, and cooked meat, fish, or poultry.

Cooked foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.

Cleaned and inspected galley equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation.

Apportioned and served food to facility residents, employees, or patrons.

Directed activities of one or more workers who assist in preparing and serving meals.

Stocked and inventoried food items.

## **Prep Cook**

Texas Roadhouse - Victoria, TX  
July 2014 to October 2014

Cleaned and sanitized work areas, equipment, utensils, dishes, or silverware. Stored food in designated containers and storage areas to prevent spoilage.

Prepared a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures.

Washed, peeled, and cut various foods, such as fruits and vegetables, to prepare for cooking or serving.

## **Dispatcher**

Angel Care Ambulance - Beeville, TX  
February 2012 to August 2012

Questioned callers to determine their locations, and the nature of their problems to determine type of response needed.

Received incoming telephone or alarm system calls regarding emergency and non-emergency ambulance service, information, and after-hours calls for departments within a city.

Determined response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.

Recorded details of calls, dispatches, and messages.

## **Assistant Manager**

Lone Star Video - Goliad, TX  
February 2006 to July 2007

Prepared staff work schedules and assign specific duties.

Performed sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.

Interviewed potential employees.

Trained new employees.

## Education

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### **Bachelor's degree in Computer Science**

Southern New Hampshire University

October 2021 to Present

### **HS Diploma**

Goliad High School - Goliad, TX

2004 to 2008

## Skills

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- Microsoft (10+ years)
- POS (2 years)
- Cashier (2 years)
- Cooking (1 year)
- Computer Skills (10+ years)
- Customer Service (2 years)
- Training (3 years)
- Food Service
- Fast Food
- Key Holder
- Team Building
- Scheduling
- Sales
- Inventory
- Merchandising
- Operations
- Retail Management
- Cash Handling
- Retail
- Management
- Store Management Experience
- Supervising Experience
- Assistant Manager Experience
- Multi-line Phone Systems
- Supervising Experience
- Interviewing
- Upselling
- Retail Sales
- Restaurant experience

- Microsoft Office
- Baking
- Java
- Computer Science
- Typing
- Leadership
- Communication skills
- Budgeting
- Employee relations
- C/C++
- Agile

## Assessments

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### **Customer service — Proficient**

August 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Analyzing data — Proficient**

October 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

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

## Additional Information

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Experienced.

Hardworking.

Customer Service Oriented.

Professional.

