# **Dawn Michelle Manning**

107 Wynnwood Drive Apartment A

Lagrange, Ga. 30241

Cell phone #: (706)415-0575

Email: dawnmm0802@gmail.com

**Work History (Starting with most recent):**

* HelloFresh- I began this job May 14,2021. I am still currently employees by HelloFresh. However, I would truly prefer not to be.I was informed of the fact of working in a cooler but I did not anticipate the degree of the constant cold and also wearing masks the whole time. The cold, I’ve come to realize isn’t something I’m ok with.It’s more like torture for me because less than an hour into your 10 hour shift you can not feel your fingers or toes. The masks build up condensation and become visibly soaking wet. If not for the cold I would actually love this job. Production is mostly fast paced, which I love because it makes time go by faster, which is definitely a good thing. At HelloFresh, in production, we fill the bags with the items from recipes the customers order. Once the bags are filled, they put into boxes which include the whole order and are stamped with mailing information and shipped out to the customer.
* Cowabunga Domino’s- I began this job at the beginning of the this year, 2121. I resigned this position in late April of this year.I’ve started off as a level one assistant manager. In this company, everything feels like a competition. A though I have picked up on most things relatively quickly, attitudes of your higher ups a d the amount of work load put on one or few people can make one of the main reasons a good crew can not to formed or kept. I am currently still employed with Cowabunga, however, I’m comfortable enough to say I’m actively seeking new employment. Skills I’ve acquired from Domino’s are stretching dough and preparing pizzas in a timely matter. Pizzas are expected to be made in 3 minutes or less of popping on the screen. Sometimes, being short handed and busy, this isn’t even a reasonable thought. I do a short inventory 6 days a week and on Sundays, you must cunt everything in the store. Inventory has always been one of my favorite duties at all my jobs. Also, I’ve learned to close down Domino’s and run the “End of the Day” reports. Along with how much to collect or pay the drivers for their mileage and tips from credit card payments. I’m glad I have this experience but I would love to what else is out there for me.
* JTM Piggly Wiggly- Began work on April 7,2019. I resigned on December 12, 2020. Within 6-8 months of having this job, I was promoted to Assistant Manager of the bakery and deli. Before the promotion, I self-trained myself to do all shifts in the deli. After the promotion, I self-trained in the bakery. I cooked bread, cookies, and the bread used in the deli for their sandwiches. In the deli, I was the head cook when I wasn’t having to step up and be the manager of both departments(manager had health issues.) The cook keeps the steam table full during the lunch rushes, along with cooking rotisserie chickens. The shift known as “sandwich shop,” was the shift I started doing. Basically, you make sure everything; all veggies, meats, cheeses, and sauces are all filled and set up with extra in the cooler. The “food line,” I would prepare pre-made sandwiches, make vanilla puddings, chocolate puddings, and strawberry shortcakes daily. Also, fill up the pre-made products that were sent to the department to go in the cooler case. As the “closer,” I’d do the final clean up. Make sure the rotisserie and grease trap are clean. Prep the breakfast trays for the following day, and make sure all the supplies are fully stocked. Lastly, clean the floors. As the assistant manager, I had to step up when anyone called out. I would order for the departments to help take some pressure off the manager. Lastly, I would assist the manager in monthly inventories. There was a time when I had to do it alone and I was told by the store manager that I had the best inventory in the store. My ending pay with Piggly Wiggly was $11.00.

The manager, Sebrina Carrington, said she wouldn’t mind if I put her down as a reference on all my applications. Cell phone #:(706) 407-7086.

* Food Depot- From February of 2009 to December of 2018, I have worked for Food Depot multiple times. The times when I had to go out of work were mostly related to me becoming pregnant and wanting to be home with my babies for a while. During this time, at Food Depot, I learned almost everything in the store except running the office. I started off as a cashier/bagger. I moved to the meat department for a little bit while they were short handed. There, I had to keep up with dates of products and keeping department clean. I would also be used in the same way in the produce department as well. I finally got a set schedule for the weekends when I took over the dairy on weekends. Another department where I had to keep up dates and credits. During the weekend, I worked general merchandise. I would order and place on the shelves with the correct tags and signs (which I could make myself.) If there were items that were being discontinued, I would look through the books and find new, similar, possible more popular items to replace the discontinued product. Lastly, I trained as a pricing coordinator. I would scan vendors in the back door to insure they have the correct amount of products and to make sure the prices in the stores systems were correct as well. If any of these items needed signs, I would go back to the computer and make new ones. My ending pay with Food Depot was $7.81.

The store manager, Jack Johnson, has offered my job back multiple times and I’m sure wouldn’t mind being a reference for me.

* “Pull up person” for the vendors (Little Debbie & Keebler):I worked with Ted from 2012 until the end of 2016. I worked for the vendor who was employed by Little Debbie. Ted would bring his product and drop it off and he would go on to his next stop. I worked the shelves 7 days a week. I made sure everything was rotated and all in date and safe to be sold in the store. I was being paid $180 per week. The Keebler vendor came once maybe twice weekly. I would just go in when he got there and help him fill and rotate his shelves. I was paid $20 either time I worked this product. Ted did what he had to do and sold his route, or I would definitely still be worked for me. Keebler started send their product in with the store truck which switched it to night crews job.

**Education:**

* I attended West Georgia Technical College in November of 2008 to obtain my GED.
* In May of 2017, I started attending InterContinental University Online to obtain an Associate’s in Healthcare Management. I, however, did not obtain this associates degree because I have a beautiful baby boy in July of 2017. Once he was big enough to crawl/walk to my computer, there was no way he was allowing to get school work.

\*I do plan on going back to school, possibly online again, for a Business degree. I feel I am more fit for that profession.

**Skills:**

* *Quick learner.*
* *I have been told I have great leadership skills.*
* *Has common sense.*
* *Has ran a register, an order gun, and pricing gun.*
* *Great with customers.*
* *Reliable.*
* *I have cooked in a fryer, a rotisserie, ovens, and fried donut in the donut fryer.*
* *Good problem solving skills.*
* *Good under pressure.*
* *Professional at all times.*
* *Very out going and willing to help where ever I am needed.*

I see myself as a good fit for this job. I am used to working in a fast pace environment. I usually caught on rather quickly. If somewhere I’m not catching on, I wouldn’t be afraid to ask for help. I am available for interview and to start working as soon as I possibly can. I do have two kids, and because of this, I wouldn’t be interested in traveling to other places. SOMETIMES I may can make an exception. That can not be a common thing.