

Zanisha A. Richardson

Profile:

- Proficient research and analytical skills; skilled in Microsoft Word and Excel
- Possess strong communication skills and work well under pressure
- Excellent organizational and customer service skills; strong attention to details

Education:

Earning Bachelor of Arts, Hanover College, Expected Graduation Date: May 2023

- Elementary Education Major
- Business Scholar

Related Experience:

Nanny, Gary IN, September 2016 - Present

- Instruct and assist children in the development of health and personal habits
- Prepare and serve nutritionally balanced meals and snacks for children
- Teach and perform age appropriate activities and transport to social outings

Food Preparation Specialist, Parkhurst, Hanover College, August 2019 - Present

- Inspect and clean equipment and work services
- Maintain sanitation protocols, restock kitchen supplies and rotate food

Dietary Aide, Dyer Nursing and Rehabilitation Center, May 2019 - August 2019

- Organized, analyzed and developed special meals based on dietary guidelines
- Prepared and maintained charts and records

Custodian, Purple Heart House Cleaning, December 2016 - December 2017

- Implemented cleaning protocols and fulfilled scheduling requirements

Receptionist, Hudson Campbell, June 2014 - August 2015

- Analyzed and organized data records with Excel
- Processed records and administered office tasks, including filing, faxing and copying

Other Activities:

- City Wide Clean-Up (August 2017)
- Member of the Black Student Union Club (2019 - Present)
- Business Scholars Program (2019 - Present)