

Journie Eddy

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I am a go-getter in different areas of the workforce. My goal is for management.

Authorized to work in the US for any employer

Work Experience

Team Member

Chick-fil-A - North Myrtle Beach, SC

July 2021 to November 2021

Take customer orders quickly and correctly.

Use cash register, for cash and card transactions.

Clean dining area as needed.

Handle opening procedures, brew teas, make lemonade, brew coffee, make desserts offered on menu

Teacher

Cedar Forest Baptist Daycare - Winston-Salem, NC

November 2017 to May 2021

- Teach two and three year old children to prepare them for the next age level.
- Make age appropriate lesson plans.
- Clean the daycare center, including toilets, sweeping and mopping, trash disposal and removal, vacuum, dishes
- Cook meals according to state guidelines for dietary needs.
- Purchase food and other supplies
- Tend to toileting needs,
- Collect needed payments from parents, and issue late notices
- Enroll new students, including setting entrance interview appointments
- Listen to and resolve any parent complaints or concerns.
- Handle state compliance visits, and health/sanitation visits.
- Make sure all files are up to date
- Conduct fire drills, shelter in place drill, lockdown drills
- Write letters to parents concerning discipline, monies owed, etc.
- File new and withdrawn students in appropriate areas.
- Make and return phone calls to prospective parents and current families.
- Take daily attendance and record
- Answer phones on a multi line phone system.
- File current, and past students papers
- File other necessary items in office area, and in classroom
- Type correspondence for community

Crew Member

Bojangles' Restaurants, Inc - Clemmons, NC

October 2017 to May 2018

- Run drive-thru window
- Take and complete orders for both walk in customers and drive thru window
- Handle money
- Handle small customer complaints
- Make fresh iced tea
- Make fresh coffee
- Operate fryers
- Operate flat top grill
- Restock condiments as needed during shift and before completion

Education

High school or equivalent

Elkin High School

Skills

- Microsoft Office (10+ years)
- Early Childhood (9 years)
- Child Care (9 years)
- CPR (3 years)
- retail sales (Less than 1 year)
- Time Management (3 years)
- Organizational Skills (3 years)
- Experience with Children
- Toddler Care
- Coffee Experience
- Classroom Management

Certifications and Licenses

Bsac

November 2013 to Present

Early Childhood Education

July 2013 to Present

CPR/First Aid

August 2020 to August 2023

Qualifying letter for childcare-NC

May 2018 to May 2021

Assessments

Knowledge of Early Childhood Development — Proficient

July 2019

Measures a candidate's knowledge of the development of children ages 0-3 and of ways to foster that development.

Full results: [Proficient](#)

Attention to Detail: Inventory — Familiar

July 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [Familiar](#)

Workplace Safety — Highly Proficient

January 2020

Following best practices to avoid accidents and injuries.

Full results: [Highly Proficient](#)

Receptionist — Highly Proficient

January 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Conscientiousness — Proficient

January 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Proficient](#)

Early childhood development — Highly Proficient

January 2021

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Proficient

January 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Attention to detail — Familiar

June 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Familiar](#)

Front desk agent (hotel) — Proficient

February 2021

Selecting hotel rooms based on verbal requests and identifying errors in hotel data

Full results: [Proficient](#)

Cashier skills — Familiar

June 2021

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Familiar](#)

Customer focus & orientation — Familiar

June 2021

Responding to customer situations with sensitivity

Full results: [Familiar](#)

Early childhood development — Highly Proficient

January 2021

Knowledge of the development of children ages 0-3 and of ways to foster that development

Full results: [Highly Proficient](#)

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