

# amani cobbs

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## Work Experience

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### **PCA/Caregiver**

Waltonwood by Singh-Charlotte, NC

November 2023 to Present

1. Provide assistance with daily activities, such as bathing, dressing, grooming, and toileting
2. Prepare meals and snacks according to dietary requirements
3. Assist with light housekeeping tasks, such as laundry, vacuuming, and dusting
4. Assist with mobility, such as transferring from bed to wheelchair
5. Provide assistance with physical therapy exercises

### **Cashier/Front End Supervisor**

Target-Charlotte, NC

June 2023 to January 2025

- Processed customer transactions accurately and efficiently at the front end, ensuring a positive shopping experience
- Efficiently processed returns and exchanges according to company policies while maintaining a high level of customer satisfaction
- Demonstrated strong knowledge of store products, promotions, and sales events to effectively assist customers in making purchasing decisions

### **Front Desk Receptionist**

cadence senior living-Mint Hill, NC

July 2021 to June 2024

- Greeted and welcomed guests, providing a positive first impression of the company
- Managed a high volume of incoming calls, directing them to the appropriate departments or individuals
- Maintained cleanliness and organization of the front desk area at all times
- Efficiently handled all incoming and outgoing mail, packages, and deliveries

### **PCA/Caregiver**

Cadence Senior Living Huntersville-Huntersville, NC

June 2023 to October 2023

1. Provide assistance with daily activities, such as bathing, dressing, grooming, and toileting
2. Prepare meals and snacks according to dietary requirements
3. Assist with light housekeeping tasks, such as laundry, vacuuming, and dusting
4. Assist with mobility, such as transferring from bed to wheelchair
5. Provide assistance with physical therapy exercises

### **Assistant Manager**

Foot Locker-Charlotte, NC

January 2021 to June 2023

- Assisted in the management of daily operations, ensuring smooth and efficient workflow
- Supervised and trained a team of XX employees, providing guidance and support to maximize productivity
- Collaborated with the manager to develop strategies for achieving sales targets and improving customer satisfaction

### **PCA Personal Care Assistant**

Cadence Senior Living-Mint Hill, NC

August 2021 to January 2023

- Provide assistance with daily activities, such as bathing, dressing, grooming, and toileting
- Prepare meals and snacks according to dietary requirements
- Assist with light housekeeping tasks, such as laundry, vacuuming, and dusting
- Assist with mobility, such as transferring from bed to wheelchair
- Provide assistance with physical therapy exercises

### **Shift Manager**

McDonald's-Charlotte, NC

June 2019 to February 2022

1. Resolved customer complaints regarding sales and service.
2. Determined price schedule and discount rates.
3. Monitored customer preference to determine focus of sales efforts.
4. Planned and directed staffing, training, and performance evaluations to develop and control sales and service programs.
5. Managed staff, prepared work schedules and assigning specific duties.
6. Performed sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
7. Maintained sanitation, health, and safety standards in work areas.

### **Cashier/Sales Associate**

Walmart-Charlotte, NC

September 2020 to July 2021

- processing payments
- applying discounts
- scanning items
- maintaining cash registers
- handling returns
- answering to customer inquiries

## Education

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### **High school diploma**

Queen's Grant Community-Charlotte, NC

August 2016 to July 2020

## Skills

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- Ethernet

- Cleaning Experience
- Sanitation
- Organizational skills
- Analysis skills
- Data entry
- Guest services
- Cashiering
- Guest relations
- Alzheimer's Care
- Basic math
- POS
- Retail math
- Upselling
- Marketing
- Caregiving
- Negotiation
- Senior Care
- Customer service
- Laundry
- Leadership
- Cash register
- English
- Teaching
- Typing
- Microsoft Office
- Retail sales
- Merchandising
- Home Care
- Front desk
- Vital Signs
- Phone etiquette
- Microsoft Excel
- Restaurant experience
- Lead generation
- Multi-line phone systems
- Sales
- Communication skills
- Computer skills
- Sales support
- Filing

- Gym
- Pricing
- Time management
- Shift management
- Childcare
- Medical terminology

## Languages

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- English - Expert

## Certifications and Licenses

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### **First Aid Certification**

### **CPR Certification**

October 2023 to October 2025