

Lily Cordell

Townville, SC 29689

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Authorized to work in the US for any employer

Work Experience

Substitute Teacher

ESS Education - Pendleton, SC

March 2022 to Present

My position is to make sure that I am at the scheduled job that I picked from, show up on time, go over the sub plans for the day, take attendance every period, make sure to keep the students on track, keep them safe, and make sure at the end of the day they go where they are supposed to go.

Seasonal Personal Driver

UPS - Anderson, SC

November 2021 to January 2022

As part of the personal driver team, I was responsible for all the packages that were assigned to me that day on my route, deliver them to the customers, get signatures for packages that required them, pick up packages from customers if needed, and make sure that all packages were handled with care. I was trained to use their DIAD system for package delivery and was taught to use their computer center at the Hub station whenever needed.

Digital Shopper

Wal-Mart Neighborhood Market - Clemson, SC

March 2021 to October 2021

-- Digital Team

As part of the Digital Team, the responsibilities were to pick, bag and dispense groceries in a timely manner to customers. I was responsible for handling our handheld electronic devices, as well as a computer to get my job done everyday. I also was on the frontend team as well. I could use a cash register, answer phone calls, take messages, do money transactions, refunds, Western Unions, etc..

Assistant Deli/Bakery Manager

BI-LO - Pendleton, SC

June 2020 to February 2021

-- Deli/Bakery Asst Manager

As part of the deli/bakery team at Bi-Lo, my main title was cake decorator. I was in charge of cooking pastries everyday, changing the sales price when needed weekly, ordering for the truck, taking cake orders, decorating cakes and helping in the deli when needed. When working in the deli I was in charge of cooking all food to a safe consumable temperature of 160°F and slicing deli meats/cheeses to customers satisfaction.

Education

Bachelor's Degree in Business Administration

Southern New Hampshire University

October 2021 to Present

High School Diploma

Walhalla High School

Skills

- Cake Decorating
- Delivery Driver Experience
- Food Preparation
- Food Safety
- Computer Operation
- Cash handling
- Communication skills
- Planograms
- Basic math
- Classroom Management
- Special Education
- Retail Sales
- Inventory Control
- Cashiering
- Shift Management
- Organizational Skills
- Merchandising
- POS
- Computer Skills
- Leadership
- Microsoft Office
- Time Management
- Autism Experience
- Special Needs
- Store Management Experience
- Typing

Awards

President's List

December 2021

I maintained a GPA average of 3.5 or higher for the whole winter term.

Honor Roll

May 2022

I had to maintain my GPA up to 3.5 or higher.

Certifications and Licenses

Driver's License

September 2010 to September 2028

Assessments

Administrative assistant/receptionist — Proficient

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Retail customer service — Proficient

May 2022

Responding to customer situations in a retail 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.