CHRISTOPHER HOGGS

P 301-848-4802   E Choggs11@gmail.com   A Mechanicsville

PROFESSIONAL SUMMARY

Reviewed passport applications, photographs and supporting documents, able to work as a team in a fast-paced environment. Organized, boxed and archived files for storage purposes. Cashier experienced in handling cash, ensured that the produce section is maintained in a clean, safe, and appealing state to the customers. Energetic and motivated, able to learn new tasks quickly and proficient.

EXPERIENCE

2023

CGI – Passport Support Associate III (Clearence: Moderate Public Trust), Washington, DC
- Provided support to the Government staff.
- Printed books for data accuracy and product quality, Operated book print and reviewed.
- Performed Quality Control in verifying that application data matches Passport processing data.
- trained lower-level Support Associates in job functions, duties, and tasks.
- Reviewed Passport application data to ensure information is recorded accurately into DOS systems.
- Performed data entry.
- Used TDIS and determine quality and correctness of prepared Passports, maintain issued applications in an orderly and traceable fashion, ensure Passport chips are activated, and accurately scan images into DOS data systems.

CGI – Passport Support Associate II, Washington, DC
- Operated equipment for scanning, image reviewed, book print, quality control, mail.
- Prepared and mailed out envelopes with correct passport and corresponding supporting documents.
- Boxed and archived files for storage purposes
- Reviewed passport applications, photographs, identification and supporting documents.

2021

Produce Clerk/Stocker, Food Lion Waldorf, MD
- Unloaded new inventory and put it away in cooler.
- Removed expired/out of date items off the shelves and replaced it with the new items.
- Maintained a clean environment.
- Served daily customers in establishment.

2019-2020

EDUCATION

- High School Diploma, Waldorf, MD, North Point HS
- Certificate of Completion, Complete Web Developer in 2023: Zero to Mastery
- Studied Web Development
- Certificate of Completion, HTML Essential Training
- Certificate of Completion, CSS Essential Training
- Certificate of Completion, JavaScript Essential Training

SKILLS

- Fast Learner
- HTML, CSS, JavaScript
- React, Node JS, JSON, Postgres
- GitHub
- Customer Service
- Cashier
- Produce
- Web Development
- Computer Applications
- Adaptability
- Work ethic
- Teamwork
- Attention to detail.
- Communication (Oral/Written)
- Data Entry
- Microsoft Office

Cashier/Runner, Chick-Fil-A Waldorf, MD
- Served daily customers in establishment, providing excellent customer service.
- Received payment for items purchased and provided exact change.
- Checked daily balance account to make sure no money was missing.
- Maintained a clean environment.
- Trained new employees on cashier duties and policies

REFERENCES

Available Upon Request