Anthony Moore

Greenfield, IN 46140

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(317) 650-6474

**Work Experience**



**Night Auditor**

Comfort Inn - Greenfield, IN

November 2017 to Present

* Responsible for running the financial reports for the business day
* Assists guests with checking in and with any issues that may arise

**Grill Cook**

Cracker Barrel - Greenfield, IN

June 2017 to November 2017

* Work with coworkers to prepare meals in a timely manner
* Perform sanitation duties as necessary
* Close the store for the evening, making sure items were fully stocked

**Night Auditor**

Holiday Inn Express - Muncie, IN

January 2017 to May 2017

* Worked with various payment methods when assisting guests at check-in
* Prepared a continental breakfast each morning.
* Used a VOIP calling system when helping guests

**Front Desk Night Staff**

Studebaker East - Ball State University

January 2016 to May 2017

* Maintained security of the dormitory
* Enforced security procedures and contacted university police as required
* Communicated with staff members about important dorm issues

**Community Assistant**

Anthony/Scheidler Apartments - Ball State University

August 2016 to December 2016

* Performed safety inspections of the apartments
* Completed daily inspections of the grounds and community areas of the complexes

**Education**



**B.S. in IT Management**

Western Governors University - Indianapolis, IN

Expected Graduation: November 2018

**B.S. in Criminal Justice and Criminology**

Ball State University - Muncie, IN

August 2014 - May 2017

**Skills**



HTML, CSS, JavaScript, Customer service

**Certifications**



**MTA Networking Fundamentals**

October 2017 to Present

This certificate acknowledges that I have a solid understanding of the underlying principles and applications of networking and web applications, in regards to Microsoft technologies.

**Additional Information**



* Working knowledge of computer, POS, and ticketing systems
* Customer service and recovery experience