

# CATHERINE HOPE MANIFOLD

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## SUMMARY

- Skilled team player with a strong background in fast-paced environments
- Works well independently to handle assignments and always ready to go beyond basic assignments
- Quick learner with good computer abilities

## EDUCATION

**Milligan University**

**Johnson City, TN**

**Bachelor of Science in Computer Science**

**Expected Graduation: May 2023**

- Double Major: Information Systems
- Minor: Data Analytics
- Concentrations: Web Development and Systems Development Management

## EXPERIENCE

**Seasonal Intern**

**Nov 2020 – Jan 2021**

**Licking Memorial Hospital**

**Newark, OH**

- Followed and completed technical dress rehearsal throughout all departments.
- Replaced and troubleshooted computers and accessories
- Completed tasks in a timely manner on a team and individually with communication of different departments
- Helped redesign and build the EPIC program being tested

**Food Server and Cashier**

**Mar 2018 – Aug 2020**

**Schaffner's Drive – In**

**Baltimore, OH**

- Solved complaints by customers when orders were made incorrectly
- Served food to customers and maintained guest satisfaction
- Reviewed menu items with customers and made recommendations based on guest preferences
- Completed orders by totaling the checks and processing payments

**Cashier**

**Dec 2017 – Dec 2019**

**Ashery Farms**

**Heath, OH**

- Taught new employee's important procedures such as how to operate the cash registers
- Engaged customers and built connections using a positive, upbeat attitude
- Obtained knowledge of products sold to assist customers in locating and purchasing items
- Increased sales of target items by employing excellent upselling and communication skills

**Volunteer**

**Sept 2015 - Sept 2018**

**Davis Shai House**

**Heath, OH**

- Organized thorough records and produced timely reports detailing the activities of the organization
- Collaborated well with team members to carry out daily assignments and achieve team targets
- Continuously evaluated the community's needs to appropriately direct the program's operations

## ACTIVITIES

- Student Government Association, Milligan University
- Athletic Scholarship: Women's Track and Field, Milligan University

Aug 2020 - Current

Aug 2019 - Current