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| Courtney Crane | | | |
| 1016341_10200962171289276_1881290288_n.jpg | | | |
| 801-360-2419 | | | |
| Courtney.Crane@live.com | | | |
| Objective | To obtain a position as a receptionist in Oregon. | | |
| Skills | * Excellent Organizational Skills * Strong Customer Relations Skills * Computer Proficiency * Data Entry | * Telephone Answering, Multiline system * Word Processing and Typing * Filing * Previous Marketing & Sales Experience * Self Motivated * Compassionate and understanding | |
|  | * Quick to learn new concepts & Creative | | |
| **Accomplishments** Computer Skills: | * Won the Who’s Who Among Outstanding Students in America Award 2006-2007 * Obtained the 2nd Highest score in grade level on the Utah DRP Reading and writing test in 2011 * Was a peer tutor for children with disabilities all through high school   **Efficient in:** QuickBooks, Microsoft word, Publisher and PowerPoint & Outlook.  \*I am quick at learning new programs | |  |
| **Experience** | **Brick Oven Restaurant,** 2009-2010 (took 1 YR off for school:) 2011-2012 Position Held: Hostess and Market Room  * Seat Guests at table, Help server prepare drinks * Provide exceptional customer service to help guests feel welcomed * Help with takeout orders * Make sure market room is well stocked * Take inventory * Help fill in any spots needing additional assistance * Check and maintain cleanliness and room temperatures  Goldfish Acupuncture, Salt Lake Utah March 2012- April 2013 Position held: Office Manager   * Handled all word processing and typing. * Entered data for reports, Client information, shipping, and inventory. Maintained Clinic and scheduled all clients, Pre-qualified patients. * Helped plan and organize company functions & Marketing Events. * Answered the telephone and represented the company in a professional and businesslike manner. * Helped plan and run educational seminars put on by the Executive Director.   **Senior Helpers,** Sandy Utah January 2013-April 2013  **Position Held: Caregiver**   * Attended to all Clients needs: Preparing meals. Assistance with showering. Companionship and Physical Therapy. * Organized and kept track of all doctor appointments and personal appointments. * Logged and filed a daily report of client’s health and daily activities.   **References:** | |  |
| **Trisha Phaklides** (Diplomat in Acupuncture, CEO of Goldfish Acupuncture)  Contact Number: **801-272-1522**  **Paul Morris** ( Dining Room Manager at Brick Oven Restaurant)  Contact Number: **801-792-5177**  **Kris Davis** ( 13B field artillery, United States Army)  Contact Number: **801-921-0162**  **Tim Swainston** ( Regional Vice President, Primerica)  Contact number: **801-694-5229** |  | | |