



## AVA HARTNEY

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Medina, OH

avahan@aol.com

3304219181

Authorized to work in the US for any employer

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## WORK EXPERIENCE

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### Customer Service Associate

**Marshalls** - Medina, OH

November 2019 to Present

Cashier, answering phones, stocking the floor, organizing department, assisting customers

### Kennel Attendant and Customer Service Representative

**DOG GONE CRAZY** - Medina, OH

March 2018 to December 2019

Checking customers in and out, making appointments, answering phones, overseeing vaccination records, administering medications, following feeding instructions, making sure all dogs are adequately cared for, leading the shift

### Job Shadowing

**KeyBank** - Brooklyn, OH

February 2019 to February 2019

Job shadowed in the physical office and toured through each component, conversing with each department. I was shown typical office settings as well as more security and computing based areas. The experience provided me with a better idea of how operations run and how to go about internships, not just with their company, but others as well.

### Customer Service

**Jo-Ann Fabric and Craft Stores** - Medina, OH

October 2017 to February 2018

Cashier, stocker, helping customers with project ideas, taking returns,

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## EDUCATION

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High school or equivalent in IT Programming and Development

**Cuyahoga Community College District - Medina, OH**  
June 2019 to Present

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## **SKILLS**

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- **Adobe Photoshop**
- **Organizational Skills**
- **Receptionist**
- **Microsoft Office**
- **Customer Service**
- **Analysis Skills**