

Corynne Moody

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WORK EXPERIENCE

O'Charleys; Noblesville, IN - December 2017- March 2019

Hostess, To Go Server;

College Nannies, Sitters, and Tutors; Indianapolis, IN - October 2018-September 2019

Nanny;

Communication, Client Management, Childcare

Eleven Fifty Academy; Fishers, IN — October 2019- Current

Office Support Administrator;

General office duties, Managing Important Documents/ Confidential Information Communication, Student/Client Management, Handling Lunch Catering and other Purchases.

INTERNSHIP

Noblesville East Middle School, Noblesville, Indiana - August 2017- June 2018 Assistant Teacher

Data entry, printing/ copying

VOLUNTEER WORK

Wishes - 2012-2016

Summer Camp Volunteer

Girls Rock! Indy - 2019 - Current

Camp Committee Member

Creating spreadsheets and documents using Google Suite.

EDUCATION

Noblesville High School — Core-40 diploma

IUPUI - 31 credit hours

Eleven Fifty Academy - Web Development Course (current)