

Courtney A Duval

Objective To obtain a position with a reputable company, that will utilize my knowledge of computers and demonstrate my communication skills.

Experience	7/2010-4/2011	<i>Family Ford of Enfield</i>	<i>Enfield, CT</i>
	Receptionist <ul style="list-style-type: none">❖ Answered phones and transferred calls❖ Bill filing❖ Handled all money made by the selling of cars❖ Accounts receivable		
	2007-8/2010	<i>Arby's</i>	<i>Chicopee, MA</i>
	Shift Manager <ul style="list-style-type: none">❖ Managed employees and conflicts❖ Served and worked with customers❖ Responsible for balancing of cash register❖ Store closing responsibilities		
	2005-2009	<i>United State Air Force Reserves</i>	<i>Various</i>
	Senior Airman <ul style="list-style-type: none">❖ Attended basic training at Lackland AFB – San Antonio, TX❖ Medical Tech. School at Sheppard AFB – Wichita Falls, TX❖ Medical Services Apprentice at Westover AFRB – Chicopee, MA❖ Flight Tracking❖ Medical Record Filing and Processing❖ Patient Care and Relocation		
	2003-2005	<i>D'Angelo's</i>	<i>Chicopee, MA</i>
	Sales Associate <ul style="list-style-type: none">❖ Rang Register❖ Served Customers❖ General store duties		
Education	5/2009-10/2009	<i>American Medical Response</i>	<i>Springfield, MA</i>
	<ul style="list-style-type: none">❖ Certified EMT-Basic❖ Theory, Practical, Dispatch, and Observation		
	2001-2005	<i>Chicopee Comprehensive High School</i>	<i>Springfield, MA</i>
	<ul style="list-style-type: none">❖ Received High School Diploma❖ Received Various Sports Awards❖ Completed various computer classes		

Volunteerism*Extreme Makeover: Home Edition*

- ❖ Member of the lead build team for Springfield, MA Project
- ❖ Coordinated all volunteers for project
- ❖ Organized all of the volunteer sign in sheets

Church

- ❖ *Bingo*
- ❖ *Special Events*

Knights Of Columbus

- ❖ Serve over 1500 people thanksgiving dinners
- ❖ Set up meals to deliver to Retirement homes

AJACs

- ❖ Volunteer as a soccer coach for children U-6

Interests

Sports, Computer programs such as: Microsoft Word, Excel, and Power Point, Outdoor activities, Reading, Varsity Soccer, Basketball Team Captain, Indoor and Outdoor Track & Field.

References upon request