| 580 Blue Hills Ave ST Hartford CT 06112 860-967-6590 cb8602007@yahoo.com | | | | |
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| Courtney Boyce | | | | |
| Objective | Utilize my skills and abilities in a working atmosphere. | | | |
| Experience | December 30, 2009-Present | | Whole Foods Market | Bishop Corner West Hartford CT. |
| Customer Service Cashier  * Providing excellent customer service; greeting customer with eye contact. * Identifying products by sight; knowing all PLU codes particular for produce. * Operating the cash register system and performing duties related to it. * Collecting payment in all forms (cash, charge, EBT, gift card) from customers for products and make necessary correct changes. * Count money in cash drawer at the beginning and end of each work shift. * Record daily transaction amounts from cash register to balance cash drawer. * Perform other duties throughout the store as assigned by the store team leader. * Cleaning register and belts throughout shift and comply with all applicable health, safety regulations. | | | |
|  | July 28, 2007- October 2, 2008 | Worldwide Flight Services | | Bradley Intl Airport Windsor Locks CT. |
| Customer Service Agent  * Greeting and checking passengers in for flights. * Answering telephone calls. * Checking passengers in for flights; collecting payments (cash, charge). * Boarding and deplaning passengers to and from flights. * Maintaining a clean working environment at all times. * Working cancelled and delayed flights also working overtime. * Working with unaccompanied minors and adults, passengers with disabilities, priority pets and also the luggage service office. | | | |
|  | July 2006-August 2006 | City of Hartford Department of Treasury | | Hartford CT. |
| Student Intern  * Answering telephone calls and routing to proper individuals. * Maintaining filing system procedures to ensure department weekly standards are met. * Photocopied and drafted documents for mailing. | | | |
| Education | January 2009-Present | Capital Community College | | Hartford CT. |
| Degree in Progress | | | |
| Interests | I enjoy working in any type of fast paced environment and helping others needing assistance. | | | |
| References | References are available on request. | | | |