

# Garrett Hilberling

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## Education

University of Central Florida

B.A. Marketing, January 2019–present

Expected graduation date: March 2020

Polk State College

A.A. Liberal Arts, August 2016–June 2018

## Skills

- Beginner Excel
- Beginner Accounting
- Data Entry
- Customer Service
- Time Management
- Teamwork

## Experience

Data Entry Clerk / Royal Palm Orthopedics / September 2018–Present

- Increased the efficiency of the office by filing patient charts and organizing computer folders and documents.
- Improved time management through setting personal goals and meeting deadlines.
- Refined ability to interact with others in a professional setting.

Server / Manny's Chophouse / April 2018–September 2018

- Developed customer service skills through interacting with guests and making sure all needs were met in a timely manner.
- Worked within a team to ensure a pleasurable experience for customers.
- Learned to manage multiple tasks at one time.

Cashier / Publix / January 2018–April 2018

- Improved store's efficiency by making sure customers' needs were met quickly.
- Enhanced attention to detail by helping stock and organize shelves.
- Used customer feedback to improve guest experiences.

Busser-Server / Cheddar's Scratch Kitchen / February 2017–January 2018

- Communicated with managers to acquire skills necessary to be promoted to server.
- Received promotion within 3 months of being hired.
- Established a strong work ethic and desire to grow.