

# Regan Nitz

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## Experience

### Scotty's Dawghouse

**June 2018-May 2018**

- Hired in June 2018 for food service and serving
  - Responsibilities: Ensuring customer satisfaction, friendly and fast service, knowledge of POS, maintenance, and food preparation

### Eye Surgeons of Indiana

**June 2017-August 2018**

- Hired in June 2017 for scheduling and triage in the call center, and reception
  - Responsibilities: Patient relations, accurate data entry, light triage, scheduling appointments, clerical work, handling medical and electronic medical records, verifying insurance, physician support, and having knowledge of medical terminology

### Evans Toyota

**October 2016-May 2017**

- Hired in October 2016 as a financial assistant.
  - Responsibilities: Customer service, running transactions, scheduling appointments, contacting banks, clerical work
- Promoted in December 2016 to title clerk
  - Responsibilities: Processing titles, collecting information, customer service, some accounting

### First Source Bank

**January 2016-October 2016**

- Hired in February 2016 as a customer service representative.
  - Responsibilities: Customer service, sales, running transactions

### Pacific Sunwear

**October 2014-October 2015**

- Hired in October 2014 as a seasonal sales associate.
  - Responsibilities: Sales, customer service, store maintenance, running register
- Promoted to traveling assistant store manager in May 2015
  - Responsibilities: Closing paperwork, sales, accounting, overseeing staff at multiple stores across the state
- Promoted to stand-in store manager in August 2015
  - Responsibilities: Store paperwork, overseeing staff, overseeing floor sets, communicating with other store managers in the district, overseeing store finances
- Recognized as a Top 100 Sales Associate in the first and second quarters of 2015

## **Volunteer Work**

### **St. Vincent de Paul Catholic School**

**August 2016-Present**

- Brought on as the fifth and sixth grade competition cheerleading coach in August 2016.
  - Responsibilities: Mentorship, teaching skills and technique, child care

### **Fishers Area Swimming Tigers**

**January 2012-August 2013**

- Youth swim instructor
  - Responsibilities: pool maintenance, child care, lifeguard

## **Education**

### **Indiana University Purdue University Fort Wayne**

**August 2015-May 2017**

- Elementary education major

### **1150 Academy**

**May 2019-Present**

- .Net Coding and Software Programming

## **References**

### **Holland Andrew**

- Phone Number: 260.385.3642
  - Front of house manager at Scotty's Dawghouse