

Savannah Bennett

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Skills

I feel that my strongest trait is that I am dependable and flexible - I am more than willing to go the extra mile, and do what it takes to get the job well-done. I am detail-oriented and observant. I am constantly trying to find new ways to work around and through problems I come across, making me an analytical and critical thinker, which is very helpful in having efficient time management through my tasks. I've been told I have a great, warm personality, and I'm very teachable and learn quickly.

I have my CNA certification, Food Handler's Permit, and I am CPR certified.

Experience

Advanced Reporting Solutions / Production & Accounting

October 2020-current, Salt Lake City, UT

Court reporters provide our team with transcript text files from depositions that they transcribe. We use software to produce those text files into professional transcripts that we provide to the attorneys to use in court. I am also responsible for following up with those attorneys to receive payment for the transcripts that they order.

Elevation Hospice of Utah / Certified Nursing Assistant (CNA)

November 2019-December 2020, South Jordan, UT

Traveling home to home to provide the highest level of palliative care, which includes prioritizing comfort and quality of life by reducing pain and suffering in the terminally ill.

Beehive Homes of South Jordan / Certified Nursing Assistant (CNA)

December 2018-July 2020, South Jordan, UT

This is an assisted living and memory care unit. I am responsible for passing patient's medications as a medical technician, as well as care for the residents and the building. This includes laundry, dishes, daily room cleans, and stocking, as well as assisting management with auditing medications and filing/entering paperwork.

doTERRA International, Llc / Customer Service Agent

August 2017 - November 2018, Pleasant Grove, UT

Here, I was really able to dive deep into the Customer Service world. I learned excellent communication and phone skills, organizational skills, and computer skills. I usually took 3 inbound chat conversations at one time, or handled the inbound phone queues. I really had to learn how to multitask.

Chick-fil-A / Cashier

March 2017 - July 2017, Wichita Falls, TX

We had a very high standard at our location, for having the greatest customer service we could possibly offer. I thoroughly enjoyed getting to work in this fast-paced, customer-interactive job.

Walmart / Cashier

January 2016 - July 2016, Cedar Hills, UT

Again, Customer Service oriented. This job taught me to use my time productively, and make sure to do things in an efficient manner. I also thoroughly enjoyed this face-to-face interactive experience with the customers.

Education

Holliday High School / Graduate

August 2016 - May 2017, Holliday, TX

As a very small-town school, there wasn't much opportunity for growth here, and I wasn't able to take any exciting, challenging classes my Senior year.

Lone Peak High School / Sophomore-Junior

August 2014 - May 2016, Highland, UT

Here, I had the opportunity to take a college Chemistry class, AP Calculus A/B, many art and music classes, as well as AP Statistics.

Awards

All throughout Junior High and High School, I got Honorable Mention awards for maintaining a wonderful attendance and GPA status.

In 9th grade, I attended a Math Competition, in which my team placed 2nd place.

At doTERRA, I was awarded Most Valuable Player a couple of times by my direct supervisor, Nate.

At Beehive Homes, I was acknowledged many times for my hard work, including receiving an Employee of the Month award.