**Trey Coggins**

*Seeking employment utilizing my skill set of organization, leadership, and service.*

**EXPERIENCE**

**HCTec,** Winston Salem, NC

*Tech Support Agent –* February 2021 - Present

* Received in-bound calls and routed calls to appropriate support agents.
* Troubleshooted end-user issues with the MyChart website.

**Food Lion,** Kernersville, NC

*Office Assistant* *–* January 2020 – February 2021

* Managed front-end staff and customer concerns.
* Managed cash registers and cash safe.

# Greensboro Grasshoppers, Greensboro, NC

*Bartender –* April 2018 – August 2021

* Maintained bar inventory.
* Created orders and cash handling.

# Staples Office Supply, Asheboro, NC

*Tech Team Supervisor –* June 2014 - August 2016

* Motivated sales and implemented customer service objectives.
* Managed administrative tasks and nightly cash deposits.
* Mitigated staff concerns and successes with upper management.
* Audited the business accounting logs nightly.

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## EDUCATION

Asheboro High School, Asheboro, NC

*Honors Graduate* - August 1998 - June 2002

Forsyth Technical Community College,

Winston Salem, NC

*Programming & Software Development*

## SKILLS

Computerized business systems & software: MS Office

HTML, CSS, Linux

## SPECIAL INTERESTS

Physical Activity: cycling, outdoor adventure activities, and tennis.

Web Development: designing, coding, and implementing web-based solutions.

Teaching: collaborating on new ideas and teaching familiar knowledge as a tutor, supervisor, and trainer.

## AWARDS

National Honors Society Inductee

Asheboro High School, 2001

Honors Graduate

Asheboro High School, 2002

North Carolina Scholar

Asheboro High School, 2002