

Brittany Anne Boitnott



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OBJECTIVES

Gain experience working as cashier, loss prevention, server, receptionist, or social media coordinator in Newport News, Virginia, after recently relocating and attending Thomas Nelson Community College.

ASSETS

I am a punctual, hardworking, energetic and athletic employee. I am fun to be around with my bubbly personality, and have excellent people skills. I am very friendly and enjoy interacting with all people including children and the elderly. I am attending college at Thomas Nelson Community College part-time in Newport News.

EDUCATION

Currently enrolled in classes for Associates in Applied Science Photography with specialization in Visual Communications

Honor Roll

General Studies Patrick Henry Community College, 2013-2014

Honor Roll, Collegiate Soccer Player

Magna Vista High School General Education Diploma
Graduation June 2012

Honor Roll, Soccer, Volleyball, Basketball, Swimming, DECA

EXPERIENCE

Hostess/Food Runner/Expo TGI Fridays

March 2014 – June 2015

Greet the public, manage seating, food runner, answer phone, make reservations

Teller Colonial Downs – Off Track Betting Center

August 2012 – January 2014

Placing and paying off bets, greeting public, distributing betting material and collection at the front door

Summer Internship – Commonwealth Attorney Office

July-August 2012

Answer phones, file documents, observe court functions and the legal system

Lifeguard at Elk's Lodge, Martinsville, VA

Summer 2009 – Summer 2010

Provided a safe environment for swimmers, managed pool and activities, collected fees and dues, helped maintain pool and grounds. Obtained a Lifeguard Certificate and CPR Certificate

Baby Sitting – Family and friends

2006 – 2012 Completed Child Care Certificate and CPR

SKILLS

- Working with public, managing money, taking messages, hostess, food runner/expo, general office duties, cleaning, child care activities, basic first aid and CPR skills.

REFERENCES

Donelle Harper - RLS Real Estate Office Manager (757)879-9755

Eve Oldham - Real Estate Agent (276)358-2255

Donna Martin - Child Care Owner (276)957-2521

Mike Webber - Assistant Principle Magna Vista High School (276)956-3147