

# Courtney Hill

Baton Rouge, LA

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Authorized to work in the US for any employer

## Work Experience

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### **Sales Associate**

Forever 21 - Denham Springs, LA

November 2016 to Present

I deal with customers on a daily basis, making sure they're well taken care of and happy with our services. I am also in charge of the fitting room and the cash wrap, so I often deal with specific standards and money.

### **Server**

La Carreta Mexican Restaurant - Baton Rouge, LA

December 2015 to March 2018

#### Responsibilities

Maintained a clean restaurant, greeted customers and said good-bye to them as they left, kept customers happy, cleaned menus.

Took care of tables, made sure they were happy with the environment and the food. Give them an unforgettable experience while maintaining a professional atmosphere.

#### Accomplishments

I realized even more so how much I love people. I got to work with them everyday, and everyday I met someone new with new stories to tell.

#### Skills Used

People skills, leadership abilities, Microsoft, and discipline.

### **Receptionist**

Live Oak High - Watson, LA

January 2015 to May 2016

I was responsible for answering phones, dealing with customers, filing important documents, dealing with confidential documents, and faxing documents.

## Education

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### **Associate's degree in Nursing**

Baton Rouge Community College - Baton Rouge, LA

August 2020 to May 2022

## Skills

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- Microsoft office certified (8 years)
- Basic life support (2 years)

## Awards

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### **"Most Hospitable"**

May 2014

Was given an award by my teacher and coach for "most hospitable".

## Certifications and Licenses

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### **ATC card**

October 2016 to October 2020

This card states that I've taken the Alcohol and Tobacco regulation exam, and have passed.

## Additional Information

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I am a hard-working, inspirational, and motivated person who would be a benefit to any work place. I am currently taking a sabbatical from college, in order to work and gain more experience prior to my senior year. I have a very laid-back personality, in which I get along with everyone and I tend to be a peacekeeper. I love to learn, and I am willing to be educated and listen every chance I get.