



CARRIE CHANCE

1234 Wonderful Drive, Bloomfield, NM 87413
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HIGH SCHOOL GRADUATE:

- ◆ Recognized for outstanding customer service
- ◆ Successfully raised funds during a telephone campaign
- ◆ Speed typist; 50 wpm with 0 errors

SKILLS:

- ◆ Computer Literate
- ◆ Child Friendly
- ◆ Customer Service Proficiency
- ◆ Telephone Etiquette

EDUCATION:

Bloomfield High School, Bloomfield, New Mexico – gpa 3.35 May 2010

- ◆ Keyboarding Class - Exposure to Microsoft Word and business letter formats
- ◆ Microsoft Skills Class - Learned Advanced Microsoft Word, Access, and Excel

Planning to attend San Juan College part-time for a certificate as a Medical Insurance Coder

San Juan College, Kids College

- ◆ First Aid/CPR Class Summer 2008
- ◆ Baby Sitting Certificate Summer 2007

EXPERIENCE:

Food Server, IHOP (June 2009 to present), Farmington, New Mexico

- ◆ Provided excellent customer service
- ◆ Solved communication problems by using Navajo to help customers with limited English skills
- ◆ Saved manager's time by tallying end of day receipts and making daily deposits

Mother's Helper, Self Employed (July 2007- May 2009), Bloomfield, New Mexico

- ◆ Responsible for three preschool children
- ◆ Provided a learning environment by creating educational games that were fun and age appropriate
- ◆ Learned first aid and CPR to be prepared for small emergencies

AWARDS, RECOGNITION and ACTIVITIES:

- ◆ Employee of the Month for providing great customer service, IHOP (January 2010)
- ◆ Treasurer, Builders Club (2007 - 2008), Bloomfield, New Mexico
 - Prepared reports on all money transactions for organization
 - Led the club in money received during telephone fundraising campaign; raised over \$900 toward event (2008)
 - Builders Club Appreciation Certificate for fund raising success (2008)