

NAOMI C. ETHERIDGE

SKILLS

Intrapersonal Skills/Cash Handling/Adaptability
Critical Thinking/Medical Terminology /Ten Key-100WPM
Customer Service/Microsoft Office: Intermediate
Dependable/Organization/ Schedule Management

EXPERIENCE

Receptionist/HR | Avalon Healthcare (Bountiful) | 03/2017-06/2018

Answer, screen, and forward telephone calls. Greet walk-in customers and other visitors and escort them to specific destinations. Contribute to the security of the office by helping to monitor visitors' access. Obtain or send information or documents using a computer, mail, or a fax machine. Perform other administrative support tasks, such as keeping appointment calendars. Copy, file, and maintain documents and records. Collect, sort, distribute, and prepare mail and courier deliveries.

Receptionist | Avalon Healthcare (Ogden) | 09/2012-02/2017

Answer, screen, and forward telephone calls. Greet walk-in customers and other visitors and escort them to specific destinations. Contribute to the security of the office by helping to monitor visitors' access. Obtain or send information or documents using a computer, mail, or a fax machine. Perform other administrative support tasks, such as keeping appointment calendars. Copy, file, and maintain documents and records. Collect, sort, distribute, and prepare mail and courier deliveries.

Crew Member | Coldstone Creamery | 02/2009-01/2010

Clean and sanitize work areas, equipment, utensils, and dishes. Cash register duties, customer service. Store food in designated containers and storage areas to prevent spoilage.

EDUCATION

HS Diploma | June 3, 2011 | Northridge High School

Graduated with 3.1 GPA

Cybersecurity | enrolled | DATC

OBJECTIVE

Dedicated and hard-working individual with proven customer service excellence, seeking to utilize my several years of experience to provide growth and excellence within the company.



Meemski@outlook.com



(801) 707-0371



naomi-daniels-
540213133

ADDRESS:

1648 N Hillfield Rd.
APT 10i Layton, UT
84041

REFERENCES

1. **Marcia Hansen** (CO-WORKER @ VA HOME)– (801) 528-8992
2. **Allison Radford** (CO-WORKER @ VA HOME)– (801) 675-9196
3. **Andrew Goetze**(CO-WORKER @ COLDSTONE CREAMERY) – (801) 678-8750
4. **Victoria Wooten** (PERSONAL) – (801) 837-8310

