



# —○AVA HARTMAN○—

## CONTACT

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 (817) 471-6974

 ahartman8@outlook.com

## PROFILE

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Hello! I am recently graduated from Ankeny High School, and I am currently furthering my education as a part time student at Kirkwood Community College. I am enthusiastic, dedicated and up for any task! I am very personable, and I love working with others. I am also very adaptable to new environments. My passions include caring for my 3 dogs and cat as well as playing ukulele and singing. I am super excited to start working as soon as possible.

## SKILLS

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- FRONT DESK
- CUSTOMER SERVICE
- CLIENT SCHEDULING
- COMPUTER SKILLS
- SOCIAL MEDIA MARKETING

## EXPERIENCE

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### Smoothie Maker/Cashier - Big Acai

September 2021 to June 2022

My daily tasks included making smoothie, taking orders, cashiering, customer service, inventory, cleaning dishes, preparing fruit, posting on social media and decorating the café.

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### Front Desk Receptionist – Engineered Per4mance

March 2021 to September 2021

My daily tasks included scheduling appointments, data entry's, working with insurance, retrieving patient data from computer, laundry, cleaning the store and providing customer service.

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### Hostess – Uptown Food and Beverage

September 2020 to January 2021

My daily tasks included cashiering, cleaning tables, cleaning the restaurant, seating customers, answering calls, completing take-out orders and providing customer service.

## EDUCATION

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Kirkwood Community

College

2022-Present

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Ankeny High School

2018-2022

## REFERENCES

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**Dr. Joey Glenn**

(515) 710-0096

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**Allison Untrauer**

(515) 480-6296

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**Mollie Jonner**

(515) 778-2636

### **Sales Associate – Classic Tan**

February 2020 to August 2020

My daily tasks included managing the store, retrieving client information, scheduling appointments, selling products, meeting sales goals, working with unsatisfied customers, employee scheduling, cleaning the store/rooms, providing customer service and consistent training

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### **Sales Associate – Shoe Carnival**

January 2019 to July 2019

My daily tasks included maintain shoe isles, cashiering, providing customer service, selling products, meeting sales goals and answering phone calls.

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### **Hostess – Taco Hangover**

March 2018 to September 2018

My daily tasks included taking orders, cleaning, providing customer service, seating customers, bringing out food, communicating with the chefs and assisting with payroll.