**Taylor H. P. Spoonhower**

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607-341-8986

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**Summary**

Self-motivated and continuously working toward success. Manage and maintain my priorities remarkably well while working toward a college level degree. Always present myself professionally.

**Highlights**

* Highly responsible and reliable
* Ability to multi-task
* Works well under pressure
* Excellent customer service
* Upbeat, outgoing and positive
* Organizational and leadership skills
* Mathematical aptitude
* Solid computer skills - Microsoft Office
* Ability to learn quickly

**Accomplishments**

Awarded 1st place for my business plan at the Greater Binghamton Scholastic Challenge

Increased job wage for excellence in performance Completed Financially Literate Certificate Yearbook Editor

**Experience**

**Nation Wide Credit Inc.**

**Customer Service Representative (July 2013-Present)**

Responsibilities: Answer telephones, enter and maintain customer data, work fast pace, uphold high call scores, answer customer questions, organizing many screens at one time.

**Fortunato’s Pizzeria & More (**May 2011-June 2013)

**Waitress -** Newark Valley, NY Responsibilities: cleaning, multi-tasking, organizing, taking and serving orders while maintaining customer satisfaction

**Hollenbeck’s Shur-Fine** (May 2012-May 2013) **Customer Service Representative-**  Newark Valley, NY Responsibilities: Manage incoming cash, check dates, maintain store cleanliness, and answer customer questions

**Education & Training Newark Valley High School** High School Diploma (Will receive in June 2013):

Major focus on business courses Newark Valley, NY United StatesFocused on taking several business courses and received college credit for many of them while maintaining honor roll status.

**Tompkins Cortland Community College**

Business Administration (August 2013- Present) Dryden, NY United States Major in Business Administration with a concentration in marketing. Will be doing course work completely online.

**Extra**

**Training to become an Emergency Medical Technician (EMT)**

Berkshire EMS

Berkshire, NY

**Youth Field Hockey Coach**

Grades K-12

Newark Valley, NY