

# BRITTANY HODGES

Rochester, MN

BRITTANYBEI@YAHOO.COM - 5073586837

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Receptionist

Tom Kadlec Honda - Rochester, MN - 2016-05 - Present

Redirecting calls, providing quality customer care, stock assigning, deal jacket prep, data entry, use of multiple computer software, filing, sorting, faxing and organizing.

### Direct Support Professional

Cardinal of Minnesota - Rochester, MN - 2016-03 - 2016-05

Full time caregiver. Helping with daily essential needs. Working with individuals with disabilities.

## EDUCATION

### Associates -- Currently in process in Human services

Rochester Community and Technical College - Rochester, MN

2014 - 2016

## SKILLS

Google+, Typing, Customer Service Skills, Human Resources, Manufacturing, Hospitality, Answering Phones, Receptionist, Sales

## CERTIFICATIONS/LICENSES

### CNA

2014-03 - 2016-09

Providing daily essential care to individuals who are dependent completely or those who are on hospice. Includes bathing, cooking, feeding and passing medication.

## ADDITIONAL INFORMATION

Quality over quantity. I enjoy allowing my work, desire and effort to speak for itself, when it comes to who I am and what I stand for. Love, desire and confidence is the 3 key points I shall maintain when working a job. You have to love what you do to have the greatest outcome. You must have a strong desire when making it through the tough times on a job. Everyday isn't sunny but you must push through the storm to see sunlight. Confidence will create happiness and joy in whatever it is that you do. Maintaining those 3 traits is what would make me the best candidate for any job. At this time my resume is currently expanding but I will not put a limitation on the possible. Nothing in life is impossible but a loss opportunity.