

# Sydney Warner

Montrose, PA  
sydwarner50@gmail.com

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Bartender/Server**

Montrose VFW Post 5642 - Montrose, PA -

Present

RAMP Certification

### **Data Entry/Receptionist**

Somerset Regional Water Resources - Springville, PA -

2014-05 - 2015-06

Responsible for answering phones and transferring calls, sorting, filing and entering water tickets into the computer, then scanning the water tickets into another computer system.

### **Data Entry/Receptionist**

The Inn at Montrose - Montrose, PA -

2014-05 - 2014-11

Responsible for answering phones and booking rooms, taking credit card information over the phone, and occasionally delegating tasks to maids.

## EDUCATION

### **Highschool Diploma**

## SKILLS

Microsoft Word, Excel and Office, Scanning, Faxing, Receptionist

## CERTIFICATIONS/LICENSES

### **RAMP Certification**