

# dana hiles

Belle Vernon, PA  
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## WORK EXPERIENCE

### **preschool teacher**

tlc recreation center - Fort Walton Beach, FL - June 2013 to July 2013

#### Responsibilities

Teach kids, take care of kids

#### Accomplishments

learned very good skills to take care of children and teach them in a fun way

#### Skills Used

Mommy skills

### **Debt Collector**

collection credit bureau - Fort Walton Beach, FL - April 2013 to May 2013

#### Responsibilities

Collect debt by making phone calls and mailing letters to debtor, use of computer programs, filing, pulling medical statements, credit report work.

#### Accomplishments

Learned how to be a collector and read medical statements.

#### Skills Used

Collecting money

### **Front Desk Receptionist/house keeper**

value place hotel - Fort Walton Beach, FL - December 2012 to April 2013

#### Responsibilities

Handle transactions, check people in and out of hotel, fax, email, take and make calls, use computer programs, handle situations with guest, customer service

#### Accomplishments

Learned a lot of management from this job and how to run a hotel.

#### Skills Used

Customer service, computer knowledge

### **Cashier/Customer Service**

walmart - Belle Vernon, PA - March 2012 to July 2012

#### Responsibilities

Handle transactions and provide service to customers.

#### Skills Used

Customer service.