



KIERSTEN CORNATZER

OBJECTIVE

Obtaining an entry-level position to help gain experience and utilize my knowledge in a professional environment while being resourceful, innovative, inquisitive, and flexible.

EXPERIENCE

Chick-fil-a

Back of House Crew Member | October 2018- January 2019

- Utilized strong communication with other crew members
- Ability to work in a fast-paced environment
- Detail oriented concerning customer requests

Dairy Queen

Assistant Manager | February 2019 – October 2020

- Enhanced excellent customer service skills
- Ability to delegate work and collaborate
- Able to describe and explain policies in an easy-to-understand manner

Kitty Kingdom Cat Cafe

Guest Ambassador | September 2020 – December 2020

- Skilled in time management
- In charge of all customer relations
- Able to schedule visitations and keep all visitations on a strict schedule
- Ability to process paperwork in a timely manner

Patzig Law

Information Clerk | February 2021 – present

- Proficient in use of multiline phones in a business environment
- Filing and organization
- Ability to order office supplies as needed
- Ability to process calls and paperwork in a timely manner

EDUCATION

Grassfield High School – Chesapeake, Virginia
2007 Grizzly Trail, Chesapeake, Virginia 23322
September 2015 - 2019

Chesapeake Career Center- Chesapeake, Virginia
1617 Cedar Road, Chesapeake, Virginia 23322
September 2017 – 2019

Tidewater Community College – Chesapeake, Virginia
1428 Cedar Road, Chesapeake, Virginia 23322
September 2017- May 2021

Old Dominion University – Norfolk, Virginia
5115 Hampton Blvd., Norfolk, VA 23529
August 2021 - present

AWARDS AND ACKNOWLEDGEMENTS

- CompTIA A+ Certification
- Workplace Readiness Certification
- W!SE Financial Literacy Certification
- Student Ambassador for Tidewater Community College
- Recipient of the Tidewater Community College Outstanding Student Scholarship
- SkillsUSA alumni member