

# Peyton Norcia

1238 Cedar Hills Lane, Lancaster, South Carolina 29720

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**Education** **Newberry College (May 2022), Newberry, SC**  
Bachelor of Science, Business Administration

**Buford High School, Lancaster, SC, May 2018**  
Diploma

## Accomplishments & Awards

- National Honors Society, 2016
- Region Champion 800m Dash, 2017

**Work Experience** **Laborer, LCI Lineberger, Lancaster, SC, June 2018 - August 2018**

- Clean or prepare construction sites to eliminate possible hazards.
- Control traffic passing near, in, or around work zones.
- Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.

**Busboy, The Wagon Wheel, Fort Lawn, April 2014 – August 2018**

- Wipe tables or seats with dampened cloths or replace dirty tablecloths.
- Set tables with clean linens, condiments, or other supplies.
- Scrape and stack dirty dishes and carry dishes and other tableware to kitchens for cleaning.
- Clean up spilled food or drink or broken dishes and remove empty bottles and trash.
- Perform serving, cleaning, or stocking duties in establishments, such as cafeterias or dining rooms, to facilitate customer service.
- Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, or trays.
- Serve ice water, coffee, rolls, or butter to patrons.
- Fill beverage or ice dispensers.
- Stock cabinets or serving areas with condiments and refill condiment containers.
- Locate items requested by customers.

**Tools & Technology**

- Serve food to customers when waiters or waitresses need assistance.
  - Clean and polish counters, shelves, walls, furniture, or equipment in food service areas or other areas of restaurants and mop or vacuum floors.
  - Carry trays from food counters to tables for cafeteria patrons.
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- Microsoft, Photoshop, Google Docs, Dreamweaver, Windows

**Skills**

- Monitoring
- Management of Material Resources
- Management of Personnel Resources
- Judgment and Decision Making
- Active Learning
- Operations Analysis
- Active Listening
- Persuasion
- Negotiation
- Coordination
- Social Perceptiveness
- Critical Thinking
- Learning Strategies
- Troubleshooting

**Affiliations**

- National Honors Society, 3 years

**Volunteer Work**

- Squash Out Hunger, Relay for Life