

Halie Hooser

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Detail-oriented professional with excellent communication, interpersonal and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hardworking by my peers, I can be relied upon to help your company and provide efficient service.

Skills

- Customer Service
- Teamwork
- Research
- Social Media Platforms
- Time-Management
- Organization

Experience

Freelance Content Writer

Study.com/IAPWE, January 2022-Present

- Pitched ideas for news and lifestyle articles.
- Edited and formatted content to prepare and submit for publication.
- Researched current events and news items to fact-check and verify sources.

Lead Hostess/ Apprentice Bartender

Another Round, May 2021-April 2022

- Completed POS transactions, returning currency, coin, and payment cards to patrons.
- Remedied guest complaints and escalated serious issues to bar manager for prompt resolution.
- Trained new employees in providing excellent customer service and system handling.

Lead Preschool Teacher

Primrose of Wichita West, June 2020-July 2021

- Identified children showing signs of emotional, developmental, and health-related problems and discussed them with supervisors and parents.
- Established clear objectives for all lessons, units and projects and communicated those objectives to children.
- Researched and selected classroom materials and instructional tools in alignment with school requirements.

Medical Technician

Autumn Oaks, January 2019-October 2019

- Cleaned and organized client's living quarters to make living conditions more hospitable.
- Served clients regular balanced meals for breakfast, lunch, and dinner.
- Entertained, conversed with and read aloud to patients to keep mentally healthy and alert.

Buyer

Plato's Closet, March 2018-December 2018

- Examined, selected, ordered, and purchased merchandise consistent with quality, quantity, specification requirements and environmental soundness.
- Monitored and analyzed sales records, trends, and economic conditions to anticipate consumer buying patterns, company sales and needed inventory.

Education

Current -B. A in Creative Writing and English with a Minor in Psychology
High School Diploma