

Courtney Hughes

Petal, MS

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Actively seeking a customer service position where I can optimize my problem-solving and organizational skills to contribute to increased customer satisfaction. Strong multitasking skills and fast learning ability ensure quick contribution to your customer service team.

Authorized to work in the US for any employer

Work Experience

Cosmetologist

The Abbey Salon - Hattiesburg, MS

October 2020 to Present

- Troubleshooted through issues pertaining to hair.
- Answered phones and performed sanitation duties as needed
- Customer service

Cosmetologist

Glitz Salon - Forest, MS

April 2020 to Present

Performed services for a variety of clients.

- Troubleshooted through issues pertaining to hair.
- Answered phones and performed sanitation duties as needed.

Cosmetologist

Fringe Hair Salon - Clinton, MS

March 2018 to April 2020

Performed services for a variety of clients.

- Troubleshooted through issues pertaining to hair.
- Answered phones and performed sanitation duties as needed

Private Nanny

Private party/home owner. - Brandon, MS

February 2015 to October 2017

Full-time care of 4 children six days a week.

- Worked homework with children after school.
- Prepared meals, performed light housework and grocery shopped for the family weekly.

Deposit Operations Specialist

Community Bank Operations, Inc - Brandon, MS

May 2013 to February 2015

Communicated with different banks in order to make sure that previous day balanced correctly.

- Troubleshooted offsets.
- Scanned and indexed paperwork for all accounts in the bank.

Teacher

Miss Mandy's Daycare - Brandon, MS

August 2009 to May 2013

Taught 2 year olds full-time.

- Potty-trained 2 year olds.
- Had to make sure me as the teacher and the children's parents communicated efficiently..

Cashier

Kroger - Flowood, MS

May 2009 to August 2009

Checked out customers.

- Processed different accounts

Teacher

Railroad Center Daycare - Florence, MS

June 2006 to October 2008

Worked as a childcare teacher after school

Customer Service

Miskelly Furniture - Pearl, MS

April 2006 to July 2007

Obtained customers Open To Buy from finance company.

- Alphabetized and filed order invoices.
- Packaged breakable items for customers.

Education

license in Nails and Cosmetology

Mississippi Institute of Aesthetics - Clinton, MS

November 2018

Associates of Arts

Hinds Community College - Pearl, MS

December 2012

High School Diploma

McLaurin High School - Florence, MS

May 2008

Skills

- April 2006
- July 2007

- Obtained customers Open To Buy from finance company.
- Alphabetized and filed order invoices.
- Packaged breakable items for customers.

Assessments

Medical Receptionist Skills — Expert

August 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Customer Service — Highly Proficient

August 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Basic Computer Skills: PC — Proficient

August 2020

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: [Proficient](#)

Supervisory Skills: Motivating & Assessing Employees — Proficient

September 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: [Proficient](#)

Work Style: Reliability — Highly Proficient

September 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Spreadsheets with Microsoft Excel — Familiar

September 2020

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.