

5/22 10:30am

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Totiana Denise Tott

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EDUCATION

Tucker High School • Graduated 2017 • Honors and Distinctions Diploma • Tucker, GA

HONORS AND DISTINCTIONS

- United States Army Reserves
- Entered basic training June 2017 graduated Advanced Individual Training Nov 2017
- Gold Honor Roll for 4 Years • 3.6 GPA • Principal's List
- Track Team (Captain) • State Participant in Track 4 years • Cheerleader

WORK EXPERIENCE

January 2017 to Present ~ E-3 PFC Tott ~ United States Army Reserves

- Petroleum Supply Specialist – supervise and manage the reception, shipping, receive and stock bulk or packaged petroleum-based products
- Issue and dispense bulk fuels and water from storage and distribution facilities to using units
- Operate equipment used with petroleum & water distribution and multiproduct pipeline system

December 2017 to Present ~ Legal Assistant ~ Bardley McKnight Law, LLC

- Create new case files and email clients on upcoming court dates
- Schedule potential client consultations
- Assist attorneys and paralegals with all other duties

July 2016 to December 2017 ~ Server ~ Waffle House ~ Chamblee, GA

- Kept inventory of all food items and supplies
- Prepared food for customers and operated cash register
- Took food orders, served customers, and cleaned and sanitized front/grill areas

July 2015 to June 2016 ~ Waitress ~ Papa Joes BBQ Pit ~ Decatur, GA

- Kept inventory of all food items delivered
- Operated cash register and stocked supplies daily
- Took food orders, served customers, and cleaned and sanitized the entire restaurant

COMMUNITY SERVICE

Jan 2013 to Jan 2016 ~ Volunteer ~ Northside Hospital VolunTeen Program ~ Atlanta, GA

- Women's Surgical Unit – light clerical work
- Baby Photos – took photos of newborn babies as requested from birthing parent
- High Risk Perinatal – light clerical work and assisted nurses with weighing patients
- Assisted the pregnant mothers with food, drink, and other duties
- Gift Shop – restocked items and operated the cash register

SPECIAL SKILLS/CERTIFICATIONS

E-3 PFC United States Army Reserved, Petroleum Supply Specialist, Great Customer Service Skills, Excellent Written/Verbal Communication Skills, Cashier, Stocking, Strong Work Ethic, Team Player, Supervisory & Managerial Experience, and Computer Skills