

# Courtney Moore

Fort Worth, TX 76132

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Authorized to work in the US for any employer

## Work Experience

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### **Water Fuel System Maintenance Journeyman**

Air Force United States Department-Andrews AFB, MD

May 2014 to Present

My entry AFSC in the Air force was plumbing. I would travel around the base installations to fix all plumbing needs from bathrooms to kitchen. I received a certificate of application from the General of the base For playing a vital part in securing Andrews Air Force Base in winning the award for the best base in the Air Force. During my time in the Air Force I spent most of my career during customer service. My daily duties included answering questions from facility managers about their responsibilities in maintaining their buildings and putting in work orders to have civil engineering technicians to come and fix any issues that they were experiencing.

### **CSR - Customer Service Representative**

Qualfon-Fort Worth, TX

April 2021 to October 2024

Taking calls for appliance warranties

### **Meter Reader**

Bermex, Inc.-Fort Worth, TX

May 2019 to June 2020

Read water meters

### **Sales Associate**

Anna's Linens-Lake Worth, TX

March 2014 to May 2014

Set up displays and stock the incoming inventory

Checked out customers

Helped with design plans and assisted with ideas

Clean up and close up store

### **Hostess**

Applebee's-Lake Worth, TX

January 2014 to March 2014

Show customers to their seats

Help servers deliver food

Clean up dining area and bus tables for fast turn around

### **Customer Service Representative**

NOVO 1-Fort Worth, TX

September 2013 to November 2013

Take calls and dispatch tow company to service customer  
Take payments

### **Food Runner**

Movie Tavern-Arlington, TX

July 2012 to October 2013

Make drinks assist taking orders deliver food clean theaters and restroom and kitchen

## Education

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### **mechanical and electrical technology (Associate of Applied Science)**

Community College of the Air Force-Arlington, TX

June 2012 to June 2012

### **Business administration (Bachelor of Science)**

argosy university-Phoenix, AZ

## Skills

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- Windows
- Medical terminology
- Phone communication
- Microsoft Excel
- Handyman
- Attention to detail
- Office experience
- Active listening
- Microsoft PowerPoint
- Remote work experience
- Plumbing
- Inbound selling
- Ethernet
- Computer literacy
- Microsoft Outlook
- Busser
- Search engines
- Microsoft Word
- Facilities Maintenance
- Phone answering
- Time management
- Filing

- Interpersonal skills
- Sales support
- Military Experience
- Problem-solving
- Adobe Acrobat
- Computer operation
- Host/Hostess
- Greeting customers
- Carpentry
- HIPAA
- Organizational skills
- Microsoft Teams
- Clear verbal communication
- Technical Proficiency
- Sales
- Client interaction via phone calls

## Certifications and Licenses

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### **Driver's License**