

# COURTNEY JOY

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801-815-0211

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*Accomplished, achievement-driven and results oriented individual interested in working with others to achieve success.*

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## QUALIFICATIONS

- ⌀ Superb leadership, interpersonal, planning, organizing and communication abilities.
- ⌀ Passionate about achieving a challenging position that allows personal growth for others.
- ⌀ Dynamic personality that inspires people.
- ⌀ Persistent and driven.
- ⌀ Profound problem solving skills to function as part of a team.
- ⌀ Teamwork oriented with the ability to work in a learning environment.

## PROFESSIONAL EXPERIENCE

- Professionally communicate important information to parents.
- Encourage students through appreciations.
- Ensure students are prepared and organized for classes, performances and competitions.
- Responsible for collecting tuition, processing customer orders and handling incoming calls.
- Successfully handling customer related issues.

## WORK HISTORY

- REVOLUTION DANCE ~ Draper, Utah.....2010 – Present**  
Company Director, Dance instructor for company teams
- PERSONAL ASSISTANT/NANNY ~ West Jordan, Utah .....2008 – Present**  
Assist in daily business and personal tasks
- Elite Academy ~ Riverton, Utah .....2007—2010**  
Dance instructor, beginning tumbling instructor

## EDUCATION

- SALT LAKE COMMUNITY COLLEGE..... 2008 – Present**  
Studying Small Business AAS
- ALTA HIGH SCHOOL.....2006—2008**  
Achieved Honor Roll

REFERENCES AVAILABLE UPON REQUEST