

Lindsey Katherine Arnold  
Permanent Address:  
2950 Hudson Street  
New Orleans, Louisiana, 70114  
504/723-0072

Education: Nunez Community College, Chalmette, Louisiana  
Associates of Applied Science: Medical Office Management  
Associates of General Studies: Social/ Behavirol Science  
Certificate of Medical Coding & Billing  
Certificate of General Studies  
Certificate of Applied Science: Business Technology  
Presently Enrolled  
Anticipated Graduation: May, 2018

Skills: Computer: Microsoft Word, WordPerfect, Excel, Power Point

Interpersonal: Excellent verbal and written skills. Outstanding customer service skills. Has experienced relocating for work.

Experience: **Walmart**

April 2015- June 2015  
New Orleans, Louisiana  
Sales Associate  
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Stock sales floor with products  
.  
Assist customers with questions and concerns

**St. Mary's Academy (Elementary Department)**

August 2013- September 2014  
New Orleans, Louisiana  
Pre-K Teacher's Assistant, Gym Teacher, & Kindergarten Computer

**Department of Homeland Security- Transportation Security Administration**

September 2011- September 2012  
Orlando, Florida and New Orleans, Louisiana  
Transportation Security Officer

- Enforce federal security regulations
- Assists public with general questions (flights, restrooms, etc.)

### **Evergreen Sales & Marketing**

February 2009- August 2009

Daytona Beach, Florida

Telemarketer

- Sold product via outbound telephone calls.
- Follow strict protocol and on screen script.
- Demonstrate strong customer service skills.

### **Orleans Parish Criminal District Court (Section C)**

May 2006- August 2008

New Orleans, Louisiana

Summer Secretary

- Filed case documents for clients.
- Completed office procedures for Judge.
- Typed legal documents.
- Answered telephones and took messages.
- Organized and maintained office.