

# Natalie Weyant

## Ekg Technician & Certified in Phlebotomy

Little Neck, NY 11362  
natalie.weyant@aol.com - (917) 403 9703

Authorized to work in the US for any employer

### WORK EXPERIENCE

#### Receptionist

Laffey Fine Homes - Little Neck, NY - May 2015 to Present

Receptionist, answering phones, scheduling appointments, opening and closing the establishment, entering listings to computer, creating brochures, prepare documents and closings & Knowledgeable in using MLS software, Microsoft outlook program & Laffey's Resource site.

#### Sales Associate

CWonder - Manhasset, NY - 2014 to 2015

- Greeted customers and determined their needs and wants
- Discussed type, quality and number of merchandise required for purchase
- Recommended merchandise based on individual requirements
- Advised customers on utilization and care of merchandise
- Provided advice to clients regarding particular products or services
- Explained the use and advantage of merchandise to customers
- Answered customers' queries and concerns
- Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates

#### Assistant Manager

Napoli Joe Pizzeria - Douglaston, NY - January 2012 to October 2013

Coordinate operations

### EDUCATION

NY Medical Career Training Center  
February 2017 to March 2017

#### Associates in Liberal Arts and Sciences

Queensborough Community College - Bayside, NY  
August 2011 to May 2014

#### High School Diploma

Benjamin N. Cardozo High School  
2011

### SKILLS

- Microsoft Outlook • Microsoft Word • Microsoft Excel • Strong Communication • Problem Solving • Works Well With Others

## AWARDS

### **Community Service Psychology Award**

December 2011

Cognitive developmental research and recorded film sent to local schools to grasp the understanding of behavior and mental processes.

## CERTIFICATIONS/LICENSES

### **Certified Phlebotomist**

Drawing blood from patients .

### **Certified EKG Technician**

Run diagnostic test to asses patients heart rhythm & rate and heart electrical activity.

### **Academy of Financial Trading**

Knowledgeable in tactical trading opportunities, use of trading as technical analysis.