

# Chloe Hebert

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## EDUCATION

### Associate of Applied Science in Building Construction Technology

IVY TECH COMMUNITY COLLEGE  
Indianapolis, IN, September 2018 - June  
2020

Coursework completed:

- Carpentry Framing and Finishing
- Carpentry Forms
- Applied Technical Mathematics
- Workplace Communications

## KEY SKILLS

- Safe and competent use of power tools
- Strong grasp of key carpentry concepts and processes
- Works efficiently on own initiative and as part of a team
- Communicates clearly with clients and colleagues
- Excellent awareness of workplace health and safety and hazard prevention
- Hardworking and reliable

## CERTIFICATIONS

- Carpentry Specialist Technical Certificate, Indiana Carpentry Association, 2020
- NCCER Carpentry Fundamentals Level 1, Indiana Carpentry Association, 2020

Dedicated and safety-conscious recent carpentry graduate with outstanding woodworking technical skills. Up-to-date understanding of modern carpentry practices and a strong aptitude for technical mathematics. Self-motivated and driven individual that relishes the challenge of achieving demanding targets without compromising finish or output quality. Confident at following blueprint plans and able to follow a project brief accurately and efficiently.

## PROFESSIONAL EXPERIENCE

### Retail Associate

Bob's Discount Furniture, Indianapolis, IN | June 2020 - Present

- Greet and assist customers and create a professional first impression reflecting the brand's values
- Keep the working area clean, inviting, and uncluttered and remain vigilant to potential safety and security issues
- Perform customer consultations to understand their needs and suggest suitable furniture options to fulfill a brief
- Handle cash and card transactions using the till system and process refunds and exchanges
- Assist with stocktaking activities and use mathematical skills to investigate and resolve discrepancies