

# Hunter Chappell

Sparks, NV  
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## Experience

### Front Desk Receptionist

THE SMILE SHOP • Sparks, NV  
05/2025 - 08/2025

Worked the check in desk, where patients would come in and I would let the hygienist know their patient was here. As well as working the check out computer where I would check to make sure patients insurance was active and update it in the computer system. Create information stickies with patients information on it for the hygienist to bring back with them. Lastly I would schedule appointments over the phone or in person with current patients, as well as answer any question that patients call with.

### Shift Leader

Port Of Subs • Sparks, NV  
03/2024 - 04/2025

Made sandwiches for customers, did tasks in the front and back to keep the restaurant in stock at all times. Helped train new employees and answer any questions. Open and closed the store, keeping it clean before closing and after opening. Answered phone calls in the back for customers who wished to order sandwiches online. Lastly worked the register and checked customers out.

### Attendant

Red hawk pool and spa • Sparks, NV  
05/2023 - 07/2024

Worked the front desk of the pool as well as the food service window. Would deliver food to people at the pool. Answer phone calls and help customers at. Would help schedule people for available workout classes. Clean the gym and pool. Restock the food inside the food stand. Open and close the pool and spa.

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## Skills

Customer service, Food service, Communication skills, Computer literacy, English, Time management, Microsoft word, Guest services, Leadership

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## Education

### Biology

University of Reno NV • Reno, NV  
05/2029

Received the boosters scholarship from my high school, millennium scholarship, veterans scholarship, and lastly the freshman scholarship for UNR.

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