



# Renee Vogtman

## Contact Me!

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## Skills

Microsoft Word  
Excel  
Shorthand writing  
Aldelo POS system

## Extracurriculars

Loyola Cheerleading - Base  
National Honor Society  
Blue Raiders Cheerleading  
- Base + Stunt Coordinator

## Languages

Fluent in English



## Education

Loyola University Maryland  
Expected Graduation 2027  
Bachelor of Arts - Forensic Science

GPA: 3.74

## Work Experience

### Banquet Server

Inn at Taughannock

2023-Present

- Setting up and decorating weddings
- Served hors d'oeuvres, salads, entrees and drinks during the night
- Group work to help clean up throughout the night

### Server/Hostess

State Diner of Ithaca

2024-Present

- Served customers with excellent service
- Use a system to create a well run shift
- Handle point of sale money handling
- Clean and reset tables throughout the day

### Data Manager

Williams Insurance Agency

2020 - 2023

- Used Databases to file and sort for each client
- Sent information to agencies when needed
- Managed documents for payments, Declaration pages, Home Owners pages, and accord