

# Courtney Alcock

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Murray, UT 84107  
(801) 222-1903

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## Objective

Seeking an internship position using my skills as a newspaper writer to become an hard news reporter for the Salt Lake Tribune.

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## Education

Murray High School

Murray, UT 84333

3.7 GPA

*Special Courses include:*

- Intro to journalism
- Yearbook Editor
- Internship-Murray Green Sheet Newspapers
- Writer—Pulse Column in the Deseret News

Dates Attended 1997-2000

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## Work Experience

### Reservation Sales Agent

*Marriott Reservations Center*

January 2000 to present

Manager: Matt Netz (801)468-8000

- Answer phone calls/make occasional outgoing calls
- Operate Computers
- Book world-wide reservations
- Calculate currency changes

### Retail Sales Agent/Cashier

*Glifx at Fashion Place Mall*

April 1999 - January 2000

Manager: Kara Olpin (801)222-2335

- Served Customers
- Operated cash register
- Stocked shelves
- Kept store clean and organized
- Calculated daily profits

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## Extracurricular and Outside Interests

- Former member of Murray Swim Team
- Volunteer writer for Deseret News

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## Notable Skills

- Polite & outgoing
- confident
- tactful
- faithful
- self-motivated
- capable & reliable

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## References

Available upon request