

# IMA KNIGHT

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Indianapolis, IN 46222

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## SUMMARY OF QUALIFICATIONS

Hardworking individual who is driven to provide a successful outcome when faced with any situation. Skills include organization, critical-thinking, time-management, positive communication, and confidence in the workplace. Willing to do whatever it takes to get the job done and get it done right.

## PROFESSIONAL EXPERIENCE

### Circle City Chiropractic, Indianapolis, Indiana

*Therapy Technician*

May 2014 – Present

- > Maintain confidentiality of records related to patients' treatments.
- > Manage patient scheduling without confusion or conflict.
- > Uphold an organized work space.
- > Provide a positive atmosphere for patients.
- > Perform treatments on patients using Stem Therapy, Diathermy, ice, and heat.

### Mozzi's All-Star Pizza, Greenfield, Indiana

*Host/Server*

October 2011 – Present

- > Exhibit a confident, positive composure when interacting with customers.
- > Preserve positive relationships and interactions with coworkers.
- > Sustain the ability to serve multiple customers at one time in a timely and orderly manner.
- > Work independently to fill customer orders while maintaining adaptability to meet customer needs.

## EDUCATION

### Marian University, Indianapolis, IN

*Bachelor of Science in Sport Performance, German Minor* December 2017

## CO-CURRICULARS

### Marian University Women's Volleyball

August 2013 – Present

- > Awarded scholarship based on athletic and academic excellence
- > Balance demands of academic and athletic obligations

## CERTIFICATIONS

First Aid

CPR

AED