

# Character Traits of Top Employees



Qualities that Employers and Customers Love

Be **respectful of boundaries**

Greet everyone you see with a **pleasant smile**

Be **confident**, not arrogant

Return phone calls & texts within 24 hours

Have a **strong work ethic**

Be **quick to listen** & slow to speak

Be **reliable** for your coworkers and your customers

Be a **proactive problem solver**



**Communicate clearly, succinctly, & effectively**

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Always professional and respectful of boundaries, Hannah stood out as a high-performer and became an integral, valued part of the Chester Valley community. Members loved working with her. Hannah warmly greeted members as we walked through the doors of Chester Valley Golf Club, radiating competence and confidence. She made members feel we were receiving her full attention, whether it was a gracious hello or a discussion of a project or task to complete. Hannah anticipated needs and was dependable. We could count on Hannah to understand objectives, offer creative solutions, and

complete projects, with prompt, clear communication and her infectious spirit of camaraderie throughout. Her talent in communication and graphic design, combined with her work ethic and interpersonal skills, made Hannah flourish.

From my vantage point, in a career spanning decades working with students, educators, and healthcare professionals, Hannah was someone I would want on my team. Smart, talented, enthusiastic, and reliable. A winning combination.

-Kathy Murphy, member of CVGC



Inspired by Hannah is a nonprofit organization dedicated to empowering young women to develop personally and professionally. Learn more at [www.inspiredbyhannah.org](https://www.inspiredbyhannah.org)