

Jane Q. Doe
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Profile

A dedicated, highly organized business professional with a tireless attention to detail and the ability to multi-task; seeking a position in Business Administration .

Education

Wayne Community College, Goldsboro, NC

Associate of Applied Science, Business Administration, May 2014

Professional Experience

Entertainment Center, Inc., Goldsboro, NC

Administrative Assistant, January 2014-May2014

- Created graphic design projects to demonstrate current company projects
- Supervised the implementation of a new calendar system for the business office
- Managed and coordinated all tasks for the company President

Home, Health, and Hospice Care, Inc., Goldsboro, NC

Business Office Assistant, August 2013-December 2013

- Managed business office in absence of Manager
- Coordinated the daily tasks of the business office
- Facilitated work teams in for monthly departmental meetings

Wal-Mart, Goldsboro, NC

Customer Service Associate, January 2013-August 2013

- Provided excellent customer service to guests in accordance with company standards
- Created floor displays of new products
- Evaluated customer needs and directed them to products most effective for their needs

Community Involvement

- Habitat for Humanity, *Project Leader*, 2010-2013
- Goldsboro Soup Kitchen Volunteer, 2010-2012

Awards and Certifications

- President's List, Wayne Community College, 2012-2014
- Outstanding Business Student, Fall 2013