

# Student Smith

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2218 Cameron Street S.W.  
Huntsville, AL 35603

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## Highlights of Qualifications

- Strong organizational skills with the ability to handle multiple tasks comfortably
- Excellent customer services skills
- Works well under pressure and with deadlines
- Proficient in Microsoft Word (advanced user), Excel, Access
- Skilled in creating effective PowerPoints with graphs, charts, slide transitions and audio
- Fast and accurate Data Entry skills
- Quick learner with technology, mathematics and statistics

## Education

### **Athens State University, Athens, AL**

Bachelor of Science in Enterprise System Management (MIS), **August 2012**

- 3.80 GPA overall
- Member of Phi Theta Kappa
- Member of Delta Mu Delta

**Activities: Athens State University** – *Young Alumni Advisory Council, Spring 2015*

## Work History

### **Forest Avenue Baptist Church**

**Huntsville, Alabama**

Receptionist (temporary)                      October 2014 – December 2014

- Answer multi-line phone and transfer calls
- Greet clients
- Organize and prepare outgoing mail daily

### **Barnes and Noble Book Store**

**Huntsville, Alabama**

Sales Associate                                      September 2011- Present

Certified Receiver                                October 2014 -Present

- Responds to routine inquiries using a multi-line phone; assists store customers as needed
- Reconciles cash drawer with register data
- Stocks merchandise and completes inventory using a scanner
- Accomplishes work as a team member or independently
- Adjusts inventory
- Receives inventory in Win/DSS and print pricing tickets
- Organizes stockroom and prepares shipments for transfer out