

Summary

Dedicated economics student with experience in working with diverse populations, strong analytical and statistical skills; capable of adapting to various work environments. Thrives in collaborative projects and settings; intermediate with computer software such as Statistical Business Analyst, Microsoft Access, Outlook, Word, and PowerPoint.

Education

University of West Georgia-Carrollton, GA
Bachelors of Science in Economics
Statistical Business Analyst (SAS) Certification

April 2015
GPA 3.6

Relevant Coursework

Principles of Macroeconomics
Principles of Microeconomics

Consumer Economics
Macroeconomic Policy

Forecasting
Labor Economics

Internship Experience

Customer Solutions Intern

Georgia Department of Labor-Atlanta, GA

May 2014- Present

- Utilizes Microsoft Office Suite programs :Excel, Word and Access to organize financial data
- Performs billing activities for Accounts Payable department on a monthly basis
- Research and create new ways to gather statistical data on local Georgia communities
- Assist with calculating appropriate sales tax by state for all transactions
- Communicates with fellow interns and business manager for various task

Other Experience

Retail Consultant

Verizon Wireless- Douglasville, GA

September 2013-February 2014

- Provided exceptional customer service to all guest
- Identified customer needs by assisting with questions and concerns
- Assisted customers with billing, phone upgrades and additional services
- Followed company policies and procedures when resolving customer issues
- Collaborated with team members in meeting stores daily sales goal

Chuck E. Cheese- Douglasville-GA

March 2011-June 2012

- Supported and helped with organizing birthday parties and events
- Checked and stamped hands of children and parents to ensure safety
- Served and collected guest food and token items
- Made appearances as Chuck E. Cheese for birthday parties and events

Organizations

Active Member – University of West Georgia Economics Club
Active Member - Beta Sigma Gamma Honor Society

March 2012-Present
April 2013-Present