

Name

0000 Happywood Road • Columbia, SC 29209 • 000-000-0000 (H) • 000-000-0000 (C) • unknown@msn.com

EDUCATION

University of South Carolina (USC), Columbia, South Carolina

Bachelor of Arts in Psychology, December 2007

- Minor: Health Promotion, Education and Behavior
- Overall GPA: 3.0
- Dean's List, LIFE Scholarship

EXPERIENCE

Counseling & Human Development Center, USC

Columbia, SC

Office Assistant

06/07 - present

- Schedule client appointments and obtain client records for counselors
- Provide excellent customer service
- Provide a variety of administrative tasks such as answering the phones, directing calls, taking messages, making copies, filing, etc.

Department of Psychology, USC

Columbia, SC

Independent Study

08/06 - present

- Assist graduate student with data collection/data entry related to Sickle Cell Disease
- Administer preliminary survey to participants at Richland Memorial Hospital
- Deliver follow-up survey to participants to be completed by mail

Boys and Girls Club of the Midlands

Columbia, SC

Counselor/Administrative Assistant

05/06 - 07/06

- Supervised children's social and recreation activities
- Performed data entry of all camp registrations and received payments
- Provided a variety of administrative tasks such as answering the phones, filing, etc.
- Distributed marketing materials to the local community

Palmetto Health Richland

Columbia, SC

Unit Secretary/Patient Care Tech

01/05 - 08/06

- Transcribed doctors orders
- Served as liaison between patients, doctors, and staff
- Ordered supplies and materials for unit and patients
- Assisted nursing staff and provided direct patient care (CPR certified)

Hostess

07/04 - 01/05

- Provided excellent service to patients and family members
- Responsible for patient meals including tray delivery and pick up, documentation of caloric intake, and restocking or nourishment supplies

Friedman's Jeweler

Columbia, SC

Sales Associate

10/03 - 07/04

- Assisted customers with final purchases, delivering excellent customer service
- Made collection calls on past due accounts, and performed general office tasks

LEADERSHIP & ACTIVITIES

Emerging Leaders, USC, Graduate

- Participated in 8 week program on effective leadership

VA Hospital, Providence Hospital, Magnolia Manor, Volunteer

- Visited with, fed and bathed patients/residents

RDCC, Youth Mentor

- Served as a positive role model and team leader for church youth group

COMPUTER SKILLS

MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher