**ATS AMBER**

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EDUCATION

**Associate of Arts in Business Administration | Jackson College, 2111 Emmons Rd, Jackson, MI 49201**  May 2020

***Relevant Coursework***:

* Business Law I
* Introduction to Computer Systems
* Microeconomics
* Advanced Composition

RELEVANT WORK EXPERIENCE

**Business Intern | Happenings, 555 N South St. Clarks Summit, MI 18411** October 2019 – May 2020

* Gathered and analyzed data for marketing and advertising
* Revised written material using Microsoft Suites to meet the needs of writers and clients for advertising
* Helped lead a team of 20 employees to build work ethic, communication, and teamwork
* Attended 10 recruiting events to broaden company talent
* Utilized Social Media Platforms such as Facebook and Instagram to drive company visibility

**Business Office Clerk | Media Group, 500 Ven St. Summit, MI 78910** December 2017-October 2019

* Collected $200,000 in deposits on a weekly basis from customers
* Compiled, Copied, sorted, and filed records of office activities and business transactions
* Managed company data for increased sales research using Microsoft Access
* Recorded and accurately transcribed 200 meeting notes using Microsoft Suite Technology

**Administrative Assistant | Media Group, 500 Ven St. Summit, MI 78910** May 2015-October 2017

* Entered payroll for 100 employees using ADP Workforce Now Software
* Scheduled daily meetings for company leadership and kept up to date calendar of events using Microsoft Office
* Answered 30 + customer calls daily basis using Comcast Business and Business VoiceEdge
* Assisted with bill payments and entering using QuickBooks Intuit
* Implemented business plans with coworkers and business leadership that led to revenue increase by $50,000 quarterly

VOLUNTEER EXPERIENCE

**Volunteer | Happy Days Museum, 100 Ven St. Summit, MI 78900** May 2015-October 2017

* Assisted with over 30 events that supported museum membership growth
* Maintained database of all volunteer hours, noting milestones for celebration and appreciation
* Developed check-in system to ensure safety of all volunteers and guests
* Helped to develop over 15 children’s art projects used for student educational programs
* Exhibited a strong customer service aptitude, leading to the 2016 Volunteer of the Year Award