

Mary Jane Smith

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EDUCATION **Augusta State University**, Augusta, GA
Bachelor of Arts in English, May 2009
Overall GPA: 3.33/4.0

RELATED **Cindy Jackson, RE/MAX Associates**, Augusta, GA
EXPERIENCE *Administration Assistant*, August 2005-present

- Enhance knowledge of Real Estate industry and gain experience working in a professional office environment
- Update client information pertaining to properties to ensure accurate database information
- Developed a computerized form and management system for Realtors Association Accounts to assist Realtors with account management
- Complete additional clerical tasks such as answering phones, tracking and ordering office supplies, and photocopying

ADDITIONAL **Wild Wings Restaurant**, Augusta, GA
EXPERIENCE *Waitress*, May 2005-August 2006

- Expanded interpersonal and customer relations skills by interacting with customers and restaurant personnel
- Provided quality customer service while representing a team of 5 waitresses and servers
- Prepared customer checks and manage financial transactions
- Developed a product knowledge base to assist customers with choices

Broadstreet Baptist Church, Augusta, GA
Childcare Provider, September 2004-December 2004

- Served as a caretaker for 8-10 children a week (ages 2-6) during weekly women's bible study
- Planned social activities and biblical lessons to entertain children for 2 hours

Larry Wayne's Hardware, Evans, GA
Sales Associate, February 2002-February 2003

- Developed interpersonal, customer relations, and sales skills by answering customer questions and providing background on products
- Prepared store for opening and closing and reconciled cash drawer and tracking coupons
- Determined out-of-stock items and replenished items as needed

HONORS &
ACTIVITIES

- **Zeta Tau Alpha Sorority**, *Member, Alumnae Relations Chair, Picture Representative, Highest GPA with Pledge Class, Outstanding Sister*
- **HOPE Scholarship**, *Recipient*
- **Presidential Scholar**
- **Dean's List**, *2 semesters*

ADDITIONAL

- **Computer Skills:** Microsoft Excel, Word, Power Point, Access, Works
- **Language Skills:** Working knowledge of Spanish