

Tania Charles

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Current Address:

1531 Whaley St
Columbia, SC 29208

Permanent Address:

415 E Fairlee St
Marion, SC 29571

EDUCATION

University of South Carolina – Columbia, SC

Bachelor of Science in Computer Information Systems, Minor in Business Management; Expected Graduation: May 2028

GPA: 3.7 | National African American Recognition Award

Florence-Darlington Technical College – Florence, SC
Associate Degree in Liberal Arts; August 2022 – May 2024
President's List

Relevant Coursework:

CSCE 190, CSCE 145: Algorithmic Design I

WORK EXPERIENCE

Customer Service Representative

Pizza Hut, Marion, SC

August 2021 – August 2024

- Enhanced customer satisfaction through active listening and prompt resolution of customer issues, maintaining a 95% satisfaction rate.
- Trained and supported a team of five new employees, fostering strong communication and teamwork skills.
- Managed cash transactions and reconciliations, ensuring accuracy and accountability.

VOLUNTEER EXPERIENCE

Beach Sweep Volunteer

Charleston, SC

September 2023

- Collaborated with local volunteers to collect and remove over 100 pounds of debris, contributing to environmental preservation and community health.

SKILLS

- **Technical:** Proficient in Java, Microsoft Excel, PowerPoint, Outlook, Visual Studio Code
- **Language:** Bilingual in English and Spanish
- **Analytical:** Experienced with SPSS for data analysis