

EA

EZRA ASSEFA

MANAGEMENT | PROJECT COORDINATOR | EXECUTIVE ASSISTANT

INFO

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678)447-3906

OBJECTIVE

Excited fresh new team member who is not only willing but wanting to put in 100% every day for the job.

SKILLS

- Works well under pressure
- Bookkeeping
- Detail Oriented
- Quick Learner
- Socially Amicable
- Extremely Proficient with Word/Excel/Office
- Social Media savvy

EXPERIENCE

PROJECT COORDINATOR/EXECUTIVE ASSISTANT • GCS GROUP • OCTOBER 2016 – SEPTEMBER 2017

Learned how to be attentive to the CEO's wishes and demands all while keeping up with the bookkeeping and projects all around the Southeast. When booking projects I had to make sure that every detail was accounted for so that everything would run smoothly. QuickBooks is something I use every day at this job so I have become proficient at it as well as other bookkeeping traits.

ASST. SUSHI MANAGER • SOLE GRILLE • FEBRUARY 2015 – MAY 2016

Learned to deal with time restraints and being under pressure. As the assistant sushi manager I would work with other sushi chefs to provide quality product while under a very demanding job. It was because of my skill in both quality and quantity that I was able to move to assistant manager.

EDUCATION

MANAGEMENT • MAY 2016 • CLEMSON UNIVERSITY

MAY 2010 • KENNESAW MOUNTAIN HIGH SCHOOL

ACCOMPLISHMENT AND CERTIFICATIONS

SolidWorks (2013) Certified
Eagle Scout
QuickBooks Experience



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