Alize McGhee

1 Adams Pl Apt 2

New Brunswick NJ 08901

732-406-2337

alize.mcghee20@gmail.com

# Summary of qualifications

* Responsible, efficient, and flexible.
* Strength in analyzing, researching, organizing, and problem solving.
* Excellent organizational and communication skills.
* Self-motivated; Computer Skills
* Ability to Work Under Pressure

# EDUCATION

**Bachelor of Arts in Psychology**  May 2018 Rowan University, Glassboro NJ

# EXPERIENCE

**Receptionist** June 2013 - Sept 2013

Dr. Herbert N Richardson School, Perth Amboy NJ

Answer and direct phone calls taking detailed messages when necessary

Perform clerical work such as typing documents printing copying faxing

File important and confidential documents

Greet guests in the office and direct them appropriately

Inventory maintenance system

**Shift Leader** April 2016 - Aug 2016 Arena Restaurant and Lounge , Long Branch NJ

Managed in person and telephone guest inquires, customer services requests, and reservation bookings.

Assisted management wit all operational needs, including payroll and vendor coordination

# Special Skills

Bilingual - Spanish / English

Hard Working

# ACTIVITIES

College Against Cancer

Early Childhood Club

Psychology

Diversity Club

# Volunteer / Service Work

National Blood Donor

Relay For Life

Breast Cancer Walk

Food Drive’s