

Khadijah McDole Gunn - Resume

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Objective

To obtain a career that allows me to utilize my skills and knowledge in a growing organization.

Education

Wallace Community College Selma

Associate Degree in Computer Information Systems

Expected Graduation: 2026

Work Experience

Wallace Community College Selma - Work-Study Assistant

Oct 2023 - Present

- Greet students and visitors in a friendly and professional manner
- Assist with clerical duties such as filing, copying, and data entry
- Maintain confidentiality of student records

Premier Service Company - Customer Service Rep

Oct 2021 - Feb 2023

- Assisted customers with service inquiries and scheduling
- Provided accurate information about company services
- Maintained detailed records and resolved customer concerns

Skills

- Microsoft Word, Excel, PowerPoint

- Customer Service
- Clerical Work
- Time Management
- Computer Hardware & Software

References

Available upon request.