

Mary Adewole

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<https://www.linkedin.com/in/mary-adewole>

EDUCATION

C. T. Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Management Information Systems and Supply Chain

December 2020

Houston Community College

Associates Degree in Business

July 2018

GPA: 3.75

EXPERIENCE

University of Houston, Center for Students with Disabilities

September 2018- Present

Front Desk Assistant

- Managed and organized front office area and guest sign in procedures.
- Scheduled appointment for both students and advisors
- Performed clerical duties which include filing documents and answering phone lines.
- Dispensed outstanding customer service to all guests.
- Provided relevant information about services to guests.

Ross Stores

February 2018 –September 2018

Sales Associate

- Controlled and handled over \$3000 in cash and credit card payments daily
- Dispensed exceptional customer service to all customers while on sales floor
- Implemented inventory control with purchase orders and re-stocking products
- Awarded best associate of the month July 2018

HONORS AND AWARDS

Dean's List: Fall 2016, Spring 2017, Fall 2017, Spring 2018

Transfer excellence scholarship, 2018-2019

ACTIVITIES

Houston Food Bank, Warehouse Volunteer, 2018

Phi Theta Kappa Honor Society member, January 2018- Present

The National Society of Collegiate Scholars, January 2017-Present

SKILLS

Microsoft Excel, Access, Word, PowerPoint, Outlook