

Kayla Clark

Student

Responsible, respectful, and reliable college student seeking a challenging position in a reputable organization to expand my learnings, knowledge, and skills. I am computer-literate and capable of adapting quickly to any work environment. I am enthusiastically eager to contribute to the company success through my hard work and dedication to excellence.

Work History

2020-02 -
Current

Administrative Assistant

Fort Knox Realty, Lilburn, GA

- Kept physical files and digitized records organized for easy updating and retrieval.
- Ensured business records were accurate by consistently updating customer information.
- Managed smooth processing of paperwork to support office productivity.
- Entered client data into excel spreadsheet and CRM following procedures to keep information private.
- Provided clerical support by copying, faxing and filing documents.
- Kept office supplies well organized and sufficiently stocked, placing orders promptly to replenish materials before depleted.

Education

Contact

Address

5750 Stow Dr
Tucker, GA, 30084

Phone

(404) 302-7721

E-mail

kaylaclarkknox@gmail.com

Skills

Data entry

Administrative support

Sorting and labeling

MS Office

Filing and data archiving

Scanning and copying

Software

Microsoft Office

●●●●●
Good

Photoshop

●●●●●
Very Good

Adobe Animate

●●●●●
Very Good

Clip Studio

●●●●●
Excellent

Paint Tool Sai

●●●●●
Excellent

Game Maker

08/2017 –
05/2021

High School Diploma

Parkview High School - Lilburn, GA

- Graduated with 3.3 GPA
- Member of Parkview High School Band and Marching Band. Trumpet Player
- Performed in London's New Years Day Parade

08/2021 –

College

Georgia State University - Atlanta, GA

- Attending GSU in Fall of 2021
- Member of College Band and Marching Band. Trumpet Player
- Computer Science / Computer Programming is my Major


Interests

Computer Programming and Gaming Coding


Music - Trumpet

Graphic Design

Art -Drawing and Animation

Average

CRM KvCore

Average

Languages

German

Intermediate