

Intern Intern Intern New York, NY To obtain a challenge business administration position within a company where I can utilize my skills and education. Work Experience Intern ASA College - New York, NY June 2018 to September 2018 Entered data into Excel Used SMS app for marketing campaign for new programs on campus Helped walk-ins who needed information about school Driver/Dispatcher Golden Years - Paterson, NJ February 2009 to December 2016 Dispatch routes and schedule routes from home to adult daycare center Assist clients to their scheduled appointments and shopping chores Network Administrator Apparatus Computers - Philadelphia, PA February 2002 to December 2009 Design, install and support for computer networks for small to medium business and troubleshoot repaired networks and PCs Education Associate of Occupational Studies Degree in Business Administration in Relevant ASA College - New York, NY February 2017 to September 2018 Skills EXCEL, MS OFFICE, POWERPOINT, WORD, CUSTOMER SERVICE Additional Information SKILLS AND QUALIFICATIONS: MS Office: Word, Excel, and PowerPoint Excellent customer service and interpersonal skills Knowledge of Payroll, A/P, A/R, G/L, S/J CR/J, CP/J, and P/J Computer Network Knowledge Property Management Certificate

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