

Bailey Beck

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Education

University of North Texas

Class of 2018

BS, Integrative Studies, concentrations in biology and public service

GPA: 3.67 cumulative, 3.75 upper level

President's List (4.0 GPA) *Fall 2017*

Dean's List (3.5+ GPA) *Fall 2016 - Spring 2018*

Relevant coursework: Neuropsychopharmacology, Anatomy & Physiology, Biology II, Biochemistry, Organic Chemistry, Mediation, Medical Terminology Economics of Discrimination, Business Ethics

Experience

Union State Bank

Data Entry and Records, 2006 - 2009

Updated all paper records into digital files

Responsible for customer accounts and customer service calls

Monitored payroll accounts

Paint Patch & Powerwash Handyman Services

Office Manager, 2016 - 2017

Tax preparation: including expense and income reports

Customer service and appointment manager

Responsible for company bill payments and employee payroll

House Doctor Cleaning

Subcontractor, 2014 - 2018

Home and office cleaning including: FEMA and HUB Financial

Job bidding

Time Management

Killeen Veterinary Clinic

Kennel Attendant, 2011 - 2012

Assisted in surgery

Administered medications

Cleaning and care duties

Volunteering

Denton County Homeless Coalition

PIT count volunteer, 2017

Skills

Microsoft Office, Adaptability, Conflict Resolution, Communication