# **OBJECTIVE:**

# My primary objective in life is to obtain my Master’s Degree of Science in Business Administration with a focus on Project Management.

# **EDUCATION:**

* **Columbia Southern University – Distance Education**   **April 2013 – Present**

- Bachelor of Science in Business Administration-Project Management

- Anticipated Graduation Date: December 2014

* **Central Texas College – Distance Education September 2010 – December 2012**

**-** Associate of Art in General Studies Program

- Graduated December 2012 with 3.875 GPA

* **South Division High School – Milwaukee, WI**  **September 2005 – June 2009**

- High School Diploma – General Studies

- Graduated June 2009

# **EXPERIENCE:**

* **Manpower – Underwriting Service Assistant**   **December 2012 – June 2013**

- Data entry

- Policy updates and changes

- Communicate with agents on a daily basis

- Work on multiple computer programs at one time

* **Office Max – Sales Associate August 2010 – October 2010**

**-** Customer Service

- Cashier experience

- Handle multi-line telephone

- Inform customers about product speculations

* **Messmer Catholic Schools – Administrative Assistant**  **September 2006 – February 2010**

- Data entry

- Order supplies

- Handle multi-line telephone

# **SKILLS:**

- Organizational Skills

- Self-starter

- Computer Literate

- Works proficiently alone or in groups

- Excellent Phone Skills

- Microsoft Office

- Copy/Fax Machine Experience

- Remarkable Communication Skills

- Project Designer

- Customer Service Skills