Maygon Smith

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**Objective**

  To obtain an occupation that will utilize my education, research and organizational skills within a legal environment.

**Education**

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| **Capital Community College** Hartford, CT  Associates in Liberal Arts. | 2009 - 2012 |

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| **Trinity College** Hartford , CT  Economics | Present |

**Summary of Skills**

* Proficient in Microsoft Word, Excel, Power-point; Internet
* Organizing, cataloging, filing
* Research
* Hard-working - Throughout high school and college put time and effort into education and activities outside school.
* Reliable - Excellent attendance record.
* Flexible - Willing to try new things and interested in quality not quantity.
* Efficient - Able to perform tasks in the fastest and simplest way.
* Adaptable - Able to work efficiently in a variety of situations and circumstances.

**Work Experience**

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|  | * Present Connecticut State Check Cashing , Hartford, CT 01/2012 * *Teller / Customer Service Representative* * Typed memos and correspondence for manager * Answered incoming calls * Made outgoing calls to advertise and sell products (Telemarketer) * Collect payments * Assist customers * Cashier / customer service Representative * CVS, Windsor, CT 8/2010 - 1/2012 * *Cashier / Customer Service Representative* * Answer incoming calls * Stocks shelves * Collect payments * Assist customers * Taxes 1st, Bloomfield, CT 04/2008 - 6/2008 * *Receptionist* * Entered financial information into data base * Sorted and filed client records * Answered incoming calls * Arranged and logged client appointments * Dr. Augustine’s Office, Long Island, NY 4/2005 - 1/2008 * *Receptionist/Sales Clerk* * Answered incoming calls * Called patients for follow-up visits * Sold eye wear and contacts * Arranged and logged client appointments * Assisted in marketing eye wear products * Wakefield Management and Real Estate, Bronx, NY 2004 -2005 * *Secretary* * Typed memos and correspondence for managers * Answered incoming calls * Made outgoing calls to advertise and sell products (Telemarketer) * Trained new employees |

**Volunteer Work**

* Organized drive for Catholic Charities' Refugees and Migration Service
* Collected children's books for YWCA

**Organizations**

Phi Theta Kappa Honor Society - Vice President of Leadership