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| **Thalia Robinson**  121 Hampton Street  Hartford, CT 06120  (860)-249-4578  [thaliarobinson@yahoo.com](mailto:thaliarobinson@yahoo.com)    **Objective**  Working with co-operative people, to expand my people’s skills and advance my career.    **Education**  Tunxis Community College 2009-2011           Farmington, CT                  Certificate for Human Services-In Progress  University of Bridgeport 2008-2009    Bridgeport, CT       B.S Human Services/Sociology    **Activities**  Pass Members of these Clubs  • Junior Doctors Academy Program (2007-2008)  •American Heart Association CPR & AED Program(Oct. 07-Oct 09)  •Yearbook Committee   •Urban League Achievement Program  •Caribbean American Club  •Mariposa TM Club       •Girls Soccer Team    **Work Experience**    **Travel Deals**   Windsor, CT    03/11-Present  Administrator  Job Duties Includes: Processing Check and Credit Cards, Filing and making of contracts & Welcome Kits, updating tours, tracking information and Manifest Systems, Customer Follow Ups, scheduling interview/ appointments, training new employees for the receptionist and front desk positions.    **Lewtan Industries**       Hartford, CT    01/11- 03/11  Receptionist/CEO Assistant  Making orders, Email Tracking info, Filing invoices into the system, Operator for desk(handling busy multiple phone lines) & Errand Runs and other duties made by the CEO of the company. Conduct interviews, training new associates for customer service positions in specific departments.    **Express**                                   Manchester, CT                       11/2010- 01/2011  Seasonal Sales Associate: Preparing Store for opening and closing, processing credit card, checks and cash transactions and providing customer service to customers.    **Lord & Taylor’s**         West Hartford  10/2010- 01/2011  Seasonal Sales Associate: Preparing Store for opening, providing customer service, processing cash, checks and credit card transactions.    **Macy’s**                        Manchester, CT                       04/2010- 08/2010  Seasonal Support Associate: Pricing and Restocking Merchandise for Store Opening    **Best Buy**          Manchester, CT                       08/2009- 01-2010  Financing Specialist/ Customer Service Associate: Financing, resolving customer returns, exchanges and damaged electronics, handling and processing on-line orders.    **University of Bridgeport Career Services**     Bridgeport, CT 01/2009- 05/2009  Office Assistant: Filing, Reception desk assistance, answering phones, making appointments, and errand runs through the University.    **Macy’s**                        Manchester, CT                       12/2008- 12/2008  Seasonal Sales Associate on Call: Fluff and folding clothing, fitting room and floor assistance.    **Sears**               Manchester, CT                       05/2008- 09/2008  Cashier: Performing customer service, preparing store for opening and closing, processing of cash, checks and credit card transactions.    **Capital Workforce Summer Employment**     Hartford, CT    07/2006- 08/2006  University of Hartford Summer Intern: Reception desk coverage, daily errand run around university, miscellaneous photocopying as needed, completing letters of student enrollment verification and document imaging (scanning documents) |