

Jayden Toliver

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Profile

Eager, friendly college student looking to apply leadership and teamworking skills to an entry-level position for professional experience and growth.

Experience

BOOKKEEPER | KING & QUEEN LIFE T-SHIRTS AND MORE | FEBRUARY 2020 – JULY 2021

- Maintained accuracy of invoicing
- Assisted customers with all new orders
- Tracked all orders
- Documented transactional details
- Completed delivery check-up procedures at the end of every shift

ADMINISTRATIVE ASSISTANT | THE CHOSEN PATH | JUNE 2023 – SEPTEMBER 2024

- Prepared documents
- Signed for incoming packages
- Ensured efficient operation of the office
- Managed calendars
- Handled all email correspondence
- Tracked all packages
- Coordinated appointments
- Resolved any client grievances or issues for the entire office
- Maintained all client files
- Resolved any payment processing issues

Education

HIGH SCHOOL DIPLOMA | JUNE 2022 | ATASCOCITA HIGH SCHOOL, HUMBLE, TEXAS

BACHELOR OF BUSINESS ADMINISTRATION | AUGUST 2022 - JUNE 2026 | SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS

Skills & Abilities

- Exceptional communication skills
- Quick learner
- Computer skills include Microsoft Excel, Word
- Creative problem solver
- Promptness
- Diligent Worker
- Attention to detail

Achievements and Awards

- 4.0 GPA
- President's list