

Summer Saleh

Buck ID Office Assistant - STUDENT LIFE OHIO STATE

Columbus, OH 43201

summerkatherine1@gmail.com - (407) 719-8545

WORK EXPERIENCE

Buck ID Office Assistant

STUDENT LIFE OHIO STATE - Columbus, OH - 2016 to Present

Key Accomplishments:

- Utilize student database system to search student and staff records.
- Process mail, code and scan documents to the appropriate recipients.
- maintain office filing and storage systems
- update and maintain databases such as mailing lists, contact lists and student information
- retrieve information when requested
- update and maintain internal staff contact lists
- co-ordinate and maintain staff administrative records such as staff parking, staff phones and company credit cards
- type documents, reports and correspondence

Campus Ambassador Intern

PEACE CORPS - Columbus, OH - 2015 to 2016

Key Accomplishments:

- Engaged in many vibrant forms of student outreach: class talks, social media campaigns, photo competitions, campus festivals, and more.
- Organized community engagement in the six peace corps sectors
- Marketed the organization via digital posters and social media
- Targeted peer-to-peer outreach through presentations, social media, event planning, networking, and more
- Identify and connect with diverse student groups on campus, plugging them into Peace Corps activities and sharing the Peace Corps story with them.
- Constantly stay updated on latest technology and market/advertise the organization at least once a week.

Customer Service Representative

AW ROSTAMANI GROUP - Orlando, FL - 2012 to 2014

Key Accomplishments:

- Supported customers pick up and drop off service vehicles
- Data entry and service record processing in Oracle
- Answered telephones and gave information to callers, took messages, or transferred calls to appropriate individuals
- Arranged conferences, meetings, and travel reservations for office personnel
- Completed forms in accordance with company procedures
- Composed, typed, and distributed meeting notes, routine correspondence, and reports
- Greeted visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs
- Located and attached appropriate files to incoming correspondence requiring replies
- Mailed newsletters, promotional material, and other information
- Maintained scheduling and event calendars

- Made copies of correspondence and other printed material
- Scheduled and confirmed appointments for clients, customers, or supervisors
- Set up and maintained paper and electronic filing systems for records, correspondence, and other material
- Conduct searches to find needed information, using such sources as the Internet

EDUCATION

Bachelor of Arts in Geography in Geography

The Ohio State University - Columbus, OH