

# CHRISTINA SOPHIA

creditablecreditwchrist@gmail.com

## EDUCATION

### UNIVERSITY OF SOUTHERN CALIFORNIA

Enrolled Currently

Master in Social Work virtual online program

### GEORGIA STATE UNIVERSITY, ATLANTA

MAY 2015

Bachelor of Arts, Sociology

Bachelor of Arts, Film & Video

GPA: 3.34

## EXPERIENCE

### CREDIT COUNSELOR'S PERSONAL ASSISTANT

JANUARY 2017 – DECEMBER 2017

Personal Assistant to a CEO Business Woman she owns Robinhood Credit Educator Co. in Atlanta, GA. I assisted her with her clientele, repaired, and counseled her clients. Fixed their credit reports and handled all her phone conferences.

### FRONT DESK CLERK RED ROOF INN

AUGUST 2016 – JANUARY 2017

Greeted, registered, and assigned rooms to guests. Answered phones and direct calls. Attentive to customer's need. Verified customers' credit and kept records of room accessibility and guests' accounts. Computed bills, collected payments, and made change for guests.

### BARISTA STARBUCKS

JANUARY 2013 - JANUARY 2017

Attentive to customers request with the ability to move at a fast pace. Provide excellent customer service with prompt timing. Create quality beverages maintain a clean store environment.

## SKILLS & ABILITIES

- Customer Service •Leadership and coaching; collaborative team player
- Inventory Control •Advance in RediStay, Microsoft Office Suite; Word, Excel, and PowerPoint Software • Typing skill- 55 WPM • Strong mathematical aptitude
- Certified Bartender license nationwide from ABC Bartending School. Est.2016.

