

Cindy Smith

820 Overcliff Drive Dover, DE 19901

Cindy@yahoo.com 484-479-1111

Personal Profile

Dependable team player, self-motivated and hardworking employee

Resourceful and effective communication skills

Passionate about meeting goals and personal achievements

Good time management,

Excellent Interpersonal Skills

EDUCATION

Delaware State University, College of Business

Major: Human Resources

Dover, DE

Expected Date, May 2016

Experience

Walgreens, Dover DE

Customer Service Representative

March 2016- Present

- Create a friendly environment by greeting customers as they arrive in the store
- Accommodate customers with information regarding products and/or services
- Assist in stocking shelves, rotating merchandise and marking prices
- Maintain knowledge of store inventory and sales activities
- Count money at the beginning and ending of each shift
- Perform financial transactions customer and employee products

Delaware State University Student Employment, Dover DE

Office Clerk

August 2015-Present

- Obtain, process and distribute disclosed information and necessary documents, relevant to the student employment application process to relevant employers
- Oversee, update and file employee records, reports and other written materials related to student employment activities and programs
- Establish a friendly environment while assisting potential employees at the front desk by answering questions, having students sign in and schedule appointments
- Coordinate and oversee all facets of the student employment process, including payroll, orientation, work authorizations, job descriptions, off-campus contracts, timesheets, and supervisor training and reporting and tracking.
- Update and maintain student employment website and current work status of employees, as well as providing assistance to students and employers (both on and off site) with functions of the website.
- Aware and assist international students with student employment complains and concerns as needed.
- Knowledgeable about federal, state and institutional regulations, policies and procedures that govern student employment

Delaware State University Department of Housing, Dover, DE

Resident Assistant

August 2013-November 2015

- Marketed and coordinated events and/or programs with organizations and resources that will assist residents socially, financially, spiritually and mentally
 - Assisted, contacted and documented necessary information when dealing with various crisis and emergencies that includes but is not limited to health, safety and maintenance concerns within resident halls
 - Worked in on and off campus complexes
 - Attended meetings and discussed residential living concerns on campus with consultants as a department representative
 - Monitored the front desk and answered/assisted maintenance, parents, students and administrative members
 - Oversee the maintenance and room availability within the residential areas, have students check in and check out of assigned rooms throughout the academic school year
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Technical Skills

Microsoft Office

Leadership Experience

Yeadon Public Library

Library Assistant

July 2010- July 2013

Delaware State Judicial Affairs

Student Disciplinary Appeal/Hearing Council

September 2013-Present

Language Ambassador

Member

April 2014-May 2015

Department of Housing Resident Assistant

Council Student Leader Representative

February 2015-Present

Rotaract International Organization

President

April 2014-August 2015

Student Government Association

Junior Class Vice President

April 2014-August 2015