# Professional Summary:

* Dynamic college graduate
* Team player with excellent verbal and written communication skills
* Detailed oriented individual
* Takes an innovative and creative approach to problem-solving
* Proficient with MS Office (Word, Excel, Outlook)
* Quick learner with good data entry skills
* Dynamic new voice talent eager to start a new career

**Professional Experience:**

**JP Morgan Chase Home Lending Office Jul 2021-present**

**Clerical Associate (2nd Shift)**

* Performs basic clerical duties, including accurately and efficiently scanning and copying documents
* File retrieval, prepping documents for mailing
* Reconciles credit volumes prior to destruction

**ULM Student Radio KXUL 91X Sep 2017 – May 2020**

**Student Worker / On-Air Announcer**

* Promoted all university related events and live shows
* Displayed innovated and creative thinking in approaching any issues as well as promotions
* Operated broadcasting equipment from remote locations

**GameStop Oct 2019 – Jan 2020**

**Seasonal Retail Clerk**

* Communicated with customers to get a clear understanding of their needs to provide the right products
* Acted as a Subject Matter Expert (SME) on products and services
* Upsold additional products at POS
* Handled sales transactions including cash, check, and debit/credit
* Processed returns, exchanges, and refunds
* Stocked merchandising according to management and company instructions

**Education:**

* Graduated with a Bachelor of Arts degree in English from the University of Louisiana Monroe (May 2020)