

Samiah J. Oliphant

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2020
Major: Entrepreneurship & Innovation

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA
Associate of Arts, Graduation: August 2018
Major: Liberal Arts
GPA: 3.08 | Honors Program

ACTIVITIES & AWARDS:

Student Ambassador

September 2017 - December 2017

EXPERIENCE: PARKER TAX SERVICE, Philadelphia, PA July 2018 – September 2018
Administrative Assistant

- Organize and process confidential client information
- Answer phone calls
- Manage office schedule

UPS, Philadelphia, PA

September 2017 - April 2018

Supervisor, Airport Hub Night Shift

- Started as package handler promoted to supervisor
- Oversaw the production of 12 employees
- Improved processing by mentoring and collaborating with employees

CITIZENS BANK, Philadelphia, PA

October 2012 - September 2015

Senior Teller

- Trained new employees to keep compliant with bank regulations and operations
- Processed monetary transactions
- Generated sales leads through customer referrals to investment bankers

SKILLS & LANGUAGES:

- Microsoft Office
- Spanish-Elementary level
- Human Resources Management Certificate