

TAMARA A. HUNTER

Philadelphia | PA | 19150

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Recent high school graduate who seeks to begin building a professional career. Currently interested in fashion & public relations, and seeking to find a career that combines the two fields. Also interested in establishing customer service skills that will help advance overall professional skillset.

EDUCATION

JANUARY 2019 - PRESENT

B.A. IN PSYCHOLOGY, BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

Enrolled | Currently enrolled in this degree program.

OCTOBER 2018

HIGH SCHOOL DIPLOMA/GED, FLORIDA DEPARTMENT OF EDUCATION

3.0 | Successfully completed education requirements a trimester early.

EXPERIENCE

APRIL 2018 – DECEMBER 2018 | MIAMI, FL

RECEPTIONIST, ARIANA SPA

- Greeted guests upon entry to the salon and checked in reservations
- Answer high volumes of phone calls and social media inquiries
- Scheduled, modified, and cancelled reservations
- Front office duties such as light cleaning, organizing, checking inventory, and end-of-day operations

MEMBERSHIPS & VOLUNTEERING

DECEMBER 2018 - PRESENT | PHILADELPHIA, PA

MEMBERSHIP, THE AMERICAN PSYCHOLOGICAL ASSOCIATION

JANUARY 2019 - PRESENT | PHILADELPHIA, PA

MEMBERSHIP, THE SOCIETY FOR INDUSTRIAL AND ORGANIZATIONAL PSYCHOLOGY

SKILLS

- Experienced in Microsoft Office
- Proficient in Windows Server
- Proficient in Mac OS X Server
- Types 35 words per minute
- Organized & willing to learn
- Knowledge of POS Systems