

Thomas Economics Senior

Carrollton, GA
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Summary

Dedicated economics student with experience in working with diverse populations, strong analytical and statistical skills; capable of adapting to various work environments. Thrives in collaborative projects and settings; intermediate with computer software such as Statistical Business Analyst, Microsoft Access, and Microsoft Excel.

Education

University of West Georgia – Carrollton, GA
Bachelors of Science in Economics
Statistical Business Analyst (SAS) Certification

April 2019
GPA 3.6

Relevant Coursework

Principles of Macroeconomics
Principles of Microeconomics

Consumer Economics
Macroeconomic Policy

Forecasting
Labor Economics

Relevant Experience

Accounts Payable Intern

Georgia Department of Labor – Atlanta, GA May 2018 – Present

- Organize financial data using Microsoft Office programs Excel, Word, and Access
- Perform billing activities for Accounts Payable department on a monthly basis and create monthly financial reports
- Research and create new ways to gather statistical data on local Georgia communities

Data Entry Assistant

Douglasville Domestic Violence Shelter – Douglasville, GA August 2017 – May 2018

- Documented shelter residents' information into agency case management system
- Communicated with residents about shelter information, rules, and suggestions in order to provide a safe, relaxing temporary home
- Reported shelter financial and donation data on a monthly basis using Microsoft Excel

Additional Experience

Retail Consultant

Verizon Wireless – Douglasville, GA September 2016 - July 2017

- Provided exceptional customer service to all guests by discovering their needs and answering questions and concerns about billing, phone upgrades, and additional services
- Collaborated with team members in meeting stores daily sales goal of \$3,000

Organizations

Active Member – University of West Georgia Economics Club
Active Member - Beta Sigma Gamma Honor Society

March 2017-Present
April 2016-Present