

Sofia Sophomore
Carrollton, GA 30118
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Summary

University of West Georgia student pursuing a degree in Finance. Excellent communicator with 3 years of customer service experience. Advanced Microsoft Excel user with experience creating reports. Organized with the ability to set priorities independently. Bilingual in English and Spanish.

Education

University of West Georgia, Carrollton, GA May 2021
Bachelor of Business Administration in Finance
Dean's List, Spring 2018 – Fall 2018

Experience

The Oaks, Housing and Residence Life at UWG, Carrollton, GA July 2018 - Present
Resident Assistant

- Create monthly programs and activities designed to meet the social and academic needs of 26 co-ed freshmen residents.
- Connect residents to other campus opportunities to promote positive experiences, serving as a referral agent to other campus resources such as the Counseling Center, Center for Academic Success, and Health Services.
- Serve as the primary responder to emergencies with the residence hall.
- Complete weekly reports and other department paperwork, assist with check-ins and check-outs of residents, including the Room Inventory Form.

Dollar General, Augusta, GA January 2016 – July 2018
Cashier

- Provided excellent customer service experience by answering customer questions and concerns, and quickly resolving any issues.
- Managed cash drawer of more than \$500 by accurately tracking transactions and providing change.
- Completed weekly inventory reports to ensure stocking of commonly requested products.

Memberships and Organizations

Member, Student Activities Council (SAC) at UWG January 2018 – Present

- Collaborate to plan events for the University of West Georgia, including the Welcome Back Blast, Homecoming Week, and Spring Fling.

Member, Latino Cultural Society at UWG November 2017 – Present