

Michelle V. Mathis
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Objectives

To work and advance in the field of fashion industry administration, where I can apply my experience as a retail employee and use my studies in Business Administration.

Education and Training

- Graduate of Purnell Swett High School, Pembroke, NC, 2004
- Bachelor of Science in Business Administration, concentration in Management, from the University of North Carolina at Pembroke, Pembroke, NC expected May 2008.

Work Experience

Lumbee Creations Lumberton, NC March 2006-Current

Retail Clerk,

Responsible for the greeting, assisting, and fielding of customers in person and over the phone; Facilitate sales transactions; Maintain the physical plant of the store; Perform inventory and other administrative duties.

Carolina Arts Network Pembroke, NC May 2005-Current

Chair of Youth Advisory Board

Responsible for the organizing, planning, and preparation of all productions; Notified former cast members and other key individuals of upcoming events; Researched and promoted for the annual production opening of "Strike at the Wind!"

Outback Steakhouse Lumberton, NC March 2004-November 2004

Hostess

Maintained the physical plant of the restaurant lobby; Monitored hostess duties, supervising other hostesses; Responsible for the greeting and fielding of customers while waiting to be seated; Performed minor administrative duties, including fielding all calls/reservations.

Extracurricular Activities

Students in Free Enterprise, Executive Board Member, September, 2005-present; Latin American Student Organization, March 2005-present; Math Tutor, August 2005-present.