

ERICKA N. KING

Current Address

P.O. Box 4190 FVSU
Fort Valley, Georgia 31030

Permanent Address

4301 Harrison Avenue
Columbus, Georgia 31904

Phone: Cell-(706) 888-8999 Home-(706) 332-3020

Email: miss_e_king@hotmail.com

CAREER OBJECTIVE

Seeking an internship where my educational background and training in **Communications** and **English** can be utilized.

EDUCATION

Fort Valley State University
Fort Valley, GA
Degree: Bachelor of Science
Major: Mass Communication & English
Minor: African World Studies
Expected Graduation: May 2009

WORK EXPERIENCE

August 2005 - Present

Resident Assistant

FVSU Davison Hall
Fort Valley, Georgia

- Serve as head resident assistant
- Assist with daily operating duties
- Provide customer service

May 2005 – August 2005

Data Entry

AFLAC
Columbus, Georgia

- Recorded data information for insurance claims
- Assisted with general office duties
- Provided team work and customer service

May 2004 – August 2004

Clerk/Receptionist

Columbus Health Department
Columbus, Georgia

- Provided customer service
- Assisted with multiple duties
- Assisted pharmacist with customer's orders

SPECIAL SKILLS

Microsoft Word, Power Point, Publisher, Excel

HONORS/ACTIVITIES

Asst Secretary, Student Government Association, 2006-2007
Recipient, FVSU Honor's Convocation, 2004, 2005, 2006
Senate Member, Student Government Association, 2005
Recipient, Forensic Society's Most Dedicated Member, 2005

REFERENCES

Professional References Available Upon Request