

JACQUELINE A. THOMPSON

P: 843-123-4567; E: username@email.com; Conway, SC

EMPLOYMENT HISTORY

Administrative Assistant 2020-Present
Charger Solutions, Inc. Conway, SC

- Collaborated with and reported to senior operational leadership regarding all projects, customer services issues, departmental operational updates, and human resources activities and functions
- Maintained strong relationships with various offices, donors, and other agencies
- Provided clerical support to the Human Resources department
- Assisted with new hire orientation
- Assisted with planning and execution of special events such as employee recognition events, retirement celebrations, and company-wide meetings

Sales Associate 2018-2020
Home Depot, Inc. Conway, SC

- Supervised opening and closing procedures using corporate standards
- Increased sales within a designated section by 3% in one month
- Received the Home Award for superior excellence in corporate culture by an associate

Marketing Internship Summer 2018
Lee & Jones International Conway, SC

- Observed Business Analyst in making recommendations for changes to internal processes in order to create more efficient operations
- Assisted in the implementation of various activities and programs for assigned business units within the organization
- Completed area tasks that were conducive to learning the departmental procedures and applying industry best practices

EDUCATION

Horry Georgetown Technical College Conway, SC
Associate in Applied Science: Business Administration May 2020
Certificate: Customer Service Specialist May 2019

CERTIFICATIONS, AWARDS, INVOLVEMENT, VOLUNTEER WORK

- Microsoft Office Suite
- President's Honor Roll 2018-2020
- Phi Theta Kappa 2018-2020
- Volunteer at Grand Strand Humane Society 2019-Present
- QuickBooks Certification