




RACHEL DIXON

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OBJECTIVE

I want to broaden my experience in the workforce and improve my skills as an employee and person. I am authorized to work in the United States for any employer.



EDUCATION

Associates in Arts Degree | Tallahassee Community College

AUGUST 2014 – MAY 2016

Associates in Science: Business Management | Tallahassee Community College

MAY 2016 – MAY 2019

I graduated with Honors with a 3.6 GPA. I have been on both the Deans and the President's list numerous times. I am a member of Phi Theta Kappa.

Diploma in Information Technology | Amos P. Godby High School

MAY 2016 – MAY 2019

I am a certified Microsoft Office 2007 Specialist. This means I have received certification in Access, Outlook, Excel, PowerPoint, and Word for the 2007 Microsoft Office Suite



EXPERIENCE

Event Staff | Global Spectrum/Donald Tucker Civic Center

OCTOBER 2015 – PRESENT

I guide patrons to their seats. I greet people and check tickets at the door. I answer questions about events to the best of my ability. Above all else, I ensure customer safety and satisfaction.

Floor Personnel | Goodwill Big Bend Inc

FEBRUARY 2018 – MARCH 2020

I worked as part of the floor personnel, organizing and rotating store inventory. I helped make sure the store is well stocked and organized.

Volunteer Office Assistant | DaVita Dialysis Clinic

SEPTEMBER 2013 TO PRESENT

I help out in the office by sorting, organizing, and building patient charts. I have also been partly responsible for constructing an annual art project that boosts staff and patient morale.



SKILLS

- Organizational Skills
- Detail Oriented
- Resourceful
- Time Efficient
- Adept in Customer Service
- Good at Color Coordination