

MIKAYLA THOMPkins

CONTACT

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✉ azoriagirl@gmail.com

PROFILE

I am highly motivated and a positive individual with great organizational and communication skills. I am a productive problem solver. I provide thorough answers and solutions with exceptional customer experience.

SKILLS

- MAINTAIN, DRIVE, AND DETERMINATION TO OBTAIN PERSONAL AND TEAM OBJECTIVES AND GOALS.
- CULTIVATE PRODUCTIVE RELATIONSHIPS WITH STUDENTS, TEACHERS, AND PARENTS TO MAKE A PROGRAM SUCCESSFUL.

EDUCATION

Graduated Highschool in
2022

Currently an undergraduate
at Georgia Gwinnett College

EXPERIENCE

Georgia Community Hospice
Administrative Assistant
APRIL 2024-AUG 2024

- ANSWER AND DIRECT PHONE CALLS, TAKE DICTATION, AND COMMUNICATE WITH COWORKERS AND CUSTOMERS VIA EMAIL AND MAIL
- PREPARE REPORTS, DOCUMENTS, PRESENTATIONS, AND INVOICES, AND PROOFREAD FOR GRAMMAR AND SPELLING
- MAINTAIN FILING SYSTEMS AND DATABASES, AND KEEP RECORDS OF BOTH PAPER AND VIRTUAL DOCUMENTS
- SUPPLIES: ORDER OFFICE SUPPLIES AND MANAGE STOCK
- VISITORS: GREET VISITORS AND PROVIDE GENERAL SUPPORT

DOLLAR GENERAL
LEAD SALES ASSOCIATE
FEB 2023-AUG 2024

- PROVIDE SUPERIOR CUSTOMER SERVICE LEADERSHIP; GREET AND ASSIST CUSTOMERS

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- OPERATE THE CASH REGISTER AND SCANNER TO ITEMIZE AND TOTAL CUSTOMER'S PURCHASE, COLLECT PAYMENT FROM CUSTOMERS AND MAKE CHANGE
 - BAG MERCHANDISE AND ASSIST CUSTOMERS WITH MERCHANDISE AS NECESSARY