

MICHELLE SOMEONE

222 Street Name, City Name, VA 22601
(222) 222-2222 emailaddress@su.edu

OBJECTIVE

To gain employment as an Administrative Assistant (#4985) at HP Hood

EDUCATION

Bachelor of Business Administration Graduated: December 2014
Shenandoah University, Winchester, VA Cumulative GPA: 3.9

PROFESSIONAL EXPERIENCE

Billing Administrator February 2013 – August 2014
Eye Associates of Winchester, Winchester, VA

- Maintained the accuracy of the Aging Report, 60-day overdue claims
- Reviewed insurance claims and submitted for payment
- Processed insurance and customer payments

Sales Associate September 2011 – February 2013
Joseph A Bank, Winchester, VA

- Provided a neat and orderly environment to increase customer satisfaction
- Commissioned based sales of high-end men's clothing
- Recommended styles, fabrics, and colors to meet the needs of the customer

Investigative and Paralegal Assistant January 2008 – October 2012
Larry Mayer, Esq., Winchester, VA

- Complied and prepared information on sensitive child custody cases for trial
- Prepared files for court, supported the legal team, and scheduled appointments
- Performed civil, criminal, employment, and background checks on individuals

Sales Associate October 2009 – August 2011
JC Penney, Winchester, VA

- Maintained attractive jewelry displays and inventory
- Trained new employees on policies and procedures
- Received awards for leadership performance and outstanding customer service

PROFESSIONAL AFFILIATIONS

Society for Human Resource Management (SHRM) 2012 – 2013, 2014 – Present

LEADERSHIP EXPERIENCE

Choral Boosters 2013 – Present
Parent Teacher Organization (PTO) Treasurer 2009 – 2010
Parent Teacher Organization (PTO) President 2008 – 2009
Parent Teacher Organization (PTO) Vice-President 2007 – 2008

HONORS AND AWARDS

Alpha Chi Honor Society 2013
Beta Gamma Sigma, Business Honor Society 2013