

Alisha Jackson

3802 Cobblestone Ct.
Alexandria, Virginia 22306
Home: (703)768-6377
Cell: (703)946-4352
Email: ajacks73@eagles.nccu.edu

Education

- West Potomac High School (September 2004-June 2008) Alexandria, Virginia 22307
- North Carolina Central University (August 2008-present) Durham, North Carolina 27707
Expected Graduation: May 2012
Major: Hospitality and Tourism Management

Experience

- Toys R' Us (September 2007-December 2007)
Used communication skills by helping guests optimize their toy buying experience. Helped them pick out appropriate toys. Handled cash while checking out guests at the cash register. Communication skills were also used to answer phone calls. Organization skills were used while restocking and reorganizing shelves.
- AMC Hoffman Center 22 (March 2007 – August 2007)
Used time management and cleaning skills by cleaning required auditoriums in a timely manner. Also used simple cleaning skill in the bathrooms. Communication skills were used at the concession stands and while greeting and assisting guests. Also at the concession stand, food and money was handled.
- U.S. Department of Education (May 2009 – Present)
Worked on accounting and people skills by working as an intern and experiencing the rolls in the Office of Chief Financial Officers (OCFO). Improved computer skills by working with "Accounts Payable" in preparing reports, keeping meeting minutes, and organization.

Volunteer Experience

- Camp Counselor (June 2007-August 2007) Allen Chapel AME Church, Southeast Washington DC
Dealt with children from ages three to thirteen. Handled food, and kept order on field trips.

Interests/ Activities

- Art Club, Future Business Leaders of America(FBLA)- Secretary

Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, the Internet, Photoshop and Illustrator.
- Type 45 wpm

Reference Available Upon Request