

Emily A. Littlejohn

Present Address

2400 Tony Tank Lane Apt. 303
Raleigh, NC 27613
(919) 426-7448

Permanent Address

4613 Malor Dr.
Wake Forest, NC 27587
(919) 217-9879

ealittlejohn@yahoo.com

Objective

To obtain an entry-level position utilizing my education and training in Business and Public Health Education to achieve organizational goals.

Education

North Carolina Central University, Durham, NC

Public Health Education

Bachelor of Business Administration

Concentration: Management

GPA: 3.327

Expected Graduation: May 2010

Expected Graduation: Dec. 2011

Experience

PATIENT RELATIONS VOLUNTEER

Jan. 2009 – May 2009

UNC Memorial Hospital, Chapel Hill, NC

- Acquainted patients, families and visitors with Hospital support services (i.e. cafeterias, information desk, transportation, etc)
- Collected data and information about patient care concerns, needs and problems and make recommendations as appropriate
- Performed other related PR duties such as: prepared/mailed hospital survey forms, entered patient information in hospital system, assisted PR employees, etc

OFFICE MANAGER/MAP DIRECTOR

Jul. 2008 – Sept. 2008

KiS Golf & Country Club, Durham, NC

- Greeted & checked-in clients
- Handled office duties such as: answered phones, sent e-mails, sent/received faxes, etc
- Was in-charge of all office supplies
- Completed Nightly reports

HUMAN RESOURCES ASSISTANT

Jul. 2007 – Apr. 2008

Residential Services, Inc., Chapel Hill, NC

- Assisted Personnel Department with HR duties
- Entered information on employees via computer system (KRONOS)
- Filed files
- Handled other HR duties for employees such as training class updates, pre employment packs, etc

INTERN STUDENT

Sept. 2005 – Apr. 2006

Wake Forest Urgent Care, Wake Forest, NC

- Checked in patients' as they arrived to site
- Updated patients' information both in computer and files

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- Assisted CNA's and MD's with office duties
- Collected payments from patients'

CUSTOMER SERVICE REPRESENTATIVE

Aug. 2005 – Mar. 2007

Jerry's Artarama, Raleigh, NC

- Assisted customers by taking their art orders via phone
- Solved customers' questions through product knowledge
- Performed other clerical duties for orders
- Tracked customers' orders via UPS (inc. online tracking and customer service help)

Skills

- Microsoft Word
- PowerPoint
- Excel
- Outlook & E-mail
- Internet

Activities

Aspiring Eagle Scholar Program (08/06-08/07) - North Carolina Central University, African American Dance Ensemble Office Assistant Volunteer (08/06-12/06), SGA Student Judicial Board Member (08/06-08/07) - North Carolina Central University, SOFHE Member (Society of Future Health Educators) (08/08-Present) - North Carolina Central University, Student Educator Volunteer – Planned Support Services (11/08-Present), Eagle HOPE Program Volunteer - Planned Support Services (11/08-Present), National Member of Phi Beta Lambda - Iota Tau Chapter @ North Carolina Central University (02/09-Present), National Member of Eta Sigma Gamma Honorary Society - Gamma Phi Chapter @ North Carolina Central University (02/09-Present), Food Bank of North Carolina Volunteer (08/09-Present)