Ally Aging

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EDUCATION

University of Maryland, Baltimore County (UMBC)   **Baltimore, MD**
BA, Management of Aging Services   Expected: Dec. 20xx
      Erickson School Leadership Experience Program
      Sigma Alpha Lambda

Anne Arundel Community College   **Arnold, MD**
AA, Business Administration   May 20xx
      Phi Theta Kappa

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Access)

RELATED EXPERIENCE

UMBC Erickson School   **Baltimore, MD**
Student Aid   August 20xx- Present
- Create newsletters for Erickson students to inform them about local events
- Manage multiple office assignments such as copying, scanning, data entry, and other duties as assigned
- Organize, prepare, and file information for incoming students

UMBC Erickson School Council of Majors   **Baltimore, MD**
Marketing Coordinator   August 20xx-May 20xx
- Scheduled events and reserve location for three major events
- Updated social media pages to inform the community about Erickson events
- Collaborate with group members to split up event management duties for major events

Erickson Charlestown Community   **Catonsville, MD**
Intern – Rehabilitation Department   May 20xx- August 20xx
- Transported patients from rehab center to their accommodations
- Assisted PT, PTA, OT, and OTA personnel as instructed
- Observed patient/ provider interactions and learned about standard practices

ADDITIONAL EXPERIENCE

Potbelly's Sandwich Shop   **Annapolis, MD**
Prep Person/ Sandwich Maker   Feb. 20xx- May 20xx
- Prepped all meats and made sandwiches to the standard of Potbelly's
- Detailed and cleaned prep area and slicer following standard procedures

CVS Pharmacy   **Baltimore, MD**
Shift Supervisor   Feb 20xx- Mar. 20xx
- Supervised from three to seven employees
- Ensured store was organized and shelves stocked
- Managed customers' needs and provided excellent customer service
- Closed and opened the store, ensuring all equipment was stored away or prepared for use
- Deposited and reconciled daily receipts of all transactions