**Erin Eversoll**

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**OBJECTIVE**

I am seeking a job that will utilize my skills to the fullest that will challenge me and equip me with experiences to continue in a fulfilling life career.

**EDUCATION**

Currently attending the University of North Texas pursuing a Bachelor of Science of Business Administration in Finance and a minor in Mathematics, expected to graduate in Spring of 2017.

**EXPERIENCE**

**Research Assistant, Discovery Park UNT**

* **[September 2014-Present]** As a research assistant I have a variety of tasks especially revolving around Microsoft Office, particularly Excel for budgeting. Limited use of HTML coding for various UNT websites. Used professional language to edit graduate papers and websites. Keep social media and informational websites updated and interactive for followers.

**Customer Service Representative, Aegis**

* **[May 2014-August 2014]** As a customer service representative I answered phone calls specific to my client. I utilized many computer programs simultaneously to assist customers in their questions or issues. This job required multitasking as I spoke with a customer avoiding dead silence, used different programs to locate their information, and notated the call for the client’s records.

**Seasonal bookseller, Barnes and Noble UNT**

* **[December 2013-February 2014]** As a temporary bookseller I organized textbooks, used computer systems to process returns and refunds, completed online orders, and assisted customers in locating books, selling/buying books, or in general questions about textbooks.

**Teacher’s assistant and Enrollment Officer, Sylvan Learning Center**

* **[November 2012-Present]** As an enrollment officer I met with many customers daily, filled out the appropriate paperwork for each individual, fingerprinted them, and took passport photos.
* **[January 2012-August 2013]**. As a teacher’s assistant I identified and located materials for each specific student, received phone calls and assisted customers over the phone, organized current customer information using Microsoft Office tools, cleaned offices and bathrooms, filed customer documents, observed the main area when directors were not present, and completed any other tasks as assigned.

**Nursery Attendant, Immanuel Lutheran Church**

* **[February 2013-August 2013]**. Watched, fed, changed, and played with children while their parents participated in church activities.

**HONORS AND AWARDS**

* **International Baccalaureate Programme Certificate**

Successfully completed the two-year advanced academic IBP, which required 150 hours of community service.

* **Nominated for Texas Girls State**

Received and nomination, and then attended, Texas Girls State, a meeting of high school girls deemed great leaders of the future.

* **Texas Scholar**

Received a Texas Scholars award medal upon high school graduation.

* **National Honor Society Alumna**

Was a participant in the National Honor Society and graduated with the stole and tassel.

**SUMMER AVAILABILITY**

* Available to work full time, flexible.