

Anita Job

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WORK EXPERIENCE

Smith Insurance Company, Schenectady, New York, June 2023- August 2024

Office Assistant

- Copied files, performed data entry, and made sure office was clean
- Answered phones and scheduled appointments
- Performed various miscellaneous tasks

Gotcha University, Fakeville, NY

February 2025 -

Current

Path Finder

- Provided tours of college facilities to prospective students and their families (Groups of 10-30 students).
- Answered questions pertaining to college from prospective students and their families
- Provide information regarding the college and the college experience
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Apple Store, Albany, NY May 2024 - Present

Sales Associate

- Assisted customers with their product selections
- Answered technology related questions
- Performed miscellaneous task

EDUCATION

Gotcha University, Fakeville, NY

Bachelor of Business in Marketing; BA in Poli Sci. May 2027

SKILLS

- Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher
- Speak a little French
- Good communicator, following directions, time management

Activities

- Reading, bike riding, watching movies
- **Executive Board Member, Student Events Board**, Gotcha University, Sept 2025 - Present

- **Club Baseball**, Gotcha University
May 2023

September 2025 -