

Anita Job
Albany, NY
anitajob@gmail.com
518-555-0001
[linkedin.com/in/anitajob](https://www.linkedin.com/in/anitajob)

EDUCATION

Gotcha University, Fakeville, NY

Bachelor of Arts in Political Science and Bachelor of Science in Marketing Expected May 2027
G.P.A: 3.85

George Washington High School, Washington, NY
High School Diploma

June 2024

EXPERIENCE

Tourguide, Gotcha University, Fakeville, NY

Feb 2025 - Present

- Provide large group tours of college buildings to prospective students and their families
- Answer questions honestly but positively to provide an accurate description Provide information regarding the college and the college experience

Sales Associate, Apple Store, Albany, NY

May 2024 - Present

- Exceed sales goals monthly earning monetary rewards for effort
- Learn about each new product and its features in order to provide accurate information
- Listen attentively to questions to offer technological support to a diverse clientele
- Assess the store constantly and pivot to different roles as needed

Office Assistant, Smith Insurance Company, Schenectady, NY

June 2023- Aug 2024

- Communicated with customers to schedule appointments in an efficient manner
- Utilized *InsuranceNow* software platform to organize digital files, enter data and record notes for any client interactions
- Collaborated with other team members daily to resolve customer issues, ensure front desk and phone coverage and ready the office for guests

SKILLS

- Adept with: Microsoft Excel, PowerPoint, and Outlook and Google Applications
- Novice with: SPSS, InsuranceNow, Slate
- Intermediate: French language speaker

ACTIVITIES

Executive Board Member, Student Events Board, Gotcha University
Player, Club Baseball, Gotcha University

Sept 2025 - Present
Sept 2025 - May 2023