

2018-548

Camilla Collins

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OBJECTIVE

- To obtain a part time position within an organization that allows growth and the utilization of my skills and abilities.

EDUCATION

- **Grand Canyon University, Phoenix, AZ.** **Graduation: June 2014**
Dual Masters in Business Administration and Leadership
- **Ohio State University, Columbus, OH.** **Graduation: June 2007**
Bachelor of Science in Allied Medicine
Specializing in Geriatrics and Gerontology
Minor in Sociology
- **Ellet High School, Akron, OH.** **Graduation: June 2003**
College Prep – Diploma with Honors

HONORS AND ACTIVITIES

- Career Employees Council – Vice Chair
- Treasurer of South Area Black Student Association
- Geriatrics and Gerontology Club – member
- Meals on wheels – volunteered twice a month

SKILLS

- Customer service oriented
- Proficient in Microsoft Office
- Strong Communication skills (oral/writing)
- Excellent ability to adapt, reprioritize and capable of providing solutions

EXPERIENCE

Florida State College at Jacksonville, Jacksonville, FL.

Administrative Assistant II (June 2011 – Present)

- Coordinates the accurate and timely completion of both routine and non-routine administrative department functions
- Monitor and manage assigned budgets/blankets and Pcard expenditures, department filing systems, advisory committee databases, college wide supply orders utilizing excel spreadsheets and People Soft Financials
- Oversee departmental inventory, processing of payroll, create requisitions, track and process invoices and close out of purchases
- Maintain Director's calendar, assist Director and Chiefs with data compilation and report preparation
- Educate students of Duval County Public High Schools on benefits of secondary education and dual enrollment
- I am learning to manage diverse workloads and rapidly changing priorities while maintaining a strong work ethic

Florida State College at Jacksonville, Jacksonville, FL.

Tutor/Scribe (September 2008 – June 2011)

- Tutored students enrolled in G.E.D and basic college courses.
- Provided accommodations for students with disabilities through advancing technology equipment such as Victor Readers (used with audio books), JAWS (screen reading software), Zoom Text (screen magnification software) and tape recorders
- Maintained and kept confidential files for students, payroll and necessary reports
- Coordinated tutoring schedules, developed learning materials
- Learned how to better communicate and accommodate individuals with disabilities

REFERENCES

- Available upon request