Virginia Brown

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# Objective

To obtain employment in an office setting utilizing my degree in Business Administration.

# Education

## Bachelor’s Business Administration| Projected Completion August 24| Liberty University On-line

## Associates in Arts & Sciences General Studies| DeC. 2017| New River Community College

## Advanced studies| June 2014 | Christiansburg High School

# Skills & Abilities

## Business Administration

* I have completed courses in Human Resource Management, Operations Management, Nonprofit Management, Accounting, Marketing, and Finance
* Skills include typing, word processing, database management, presentation graphics

# Experience

## Dining Server | Warm Hearth | february/13/2017- Current

Serving meals to residents, taking orders for food and beverages, cleaning and organization of work area, notifying the nurses if residents did not attend the meals.

## crew member | Mcdonald’s| June 2, 2013- February 11, 2017

Customer Service, taking orders, handling money, & stocking products