

# Deborah M. Richard

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## OBJECTIVE

A career with opportunity to contribute acquired knowledge and skills in management to promote company growth, while continuing to develop professionally by acquiring additional knowledge and skill sets.

## EDUCATION

### **Southeastern Louisiana University, Hammond, LA**

**Bachelor of Arts, Management.** Graduation Date: May 2015 GPA: 3.86

**Major Coursework Included:** Principles of Management, Business Strategy, Operations Management and Information Systems, Business Law, Financial Accounting, Managerial Accounting, International Business, Principles of Economics, and Principles of Marketing.

## SKILLS SUMMARY

- Consistently demonstrated strong management and marketing skills in management position.
- Highly self-motivated with demonstrated planning, organizational and multitasking skills.
- Ability to motivate others through supportive and facilitative leadership and team work styles.
- Excellent interpersonal and communication skills in interacting with co-workers and customers.
- Experience in public speaking developed through promotional appearances at special events.
- Computer skills including Microsoft Word, PowerPoint, Excel.

## PROFESSIONAL EXPERIENCE

### **Office Assistant, St. Tammany Parish Hospital**

Covington, Louisiana, January 2013-Present

- Assist doctors, nurses, medical assistants and office manager with office administrative functions.
- Maintain organized, current, confidential filing system and perform patient medical records data entry.
- Courteously assist patients with appointment scheduling and questions and concerns.

### **Director, Dance Works, Inc.**

Slidell, Louisiana, June 2010-November 2013

- Planned, organized, and coordinated special events including social dances and dance competitions.
- Supervised, trained and motivated employees while encouraging high performance standards.
- Researched and analyzed information and target markets to develop effective ads for promoting business.
- Created original choreography, performances and dance instruction.

### **Sales Associate, C&N Jewelers**

Slidell, Louisiana, August 2010-May 2010

- Initiated sales, promoted business, and ensured customer satisfaction through attentive service.
- Responsible for sales transactions, closing of sales, and maintaining visually appealing store displays.

## HONORS & ACTIVITIES

- President's List, Spring 2013, Fall 2014, Spring 2015
- Dean's List, multiple semesters
- Phi Beta Lambda business honor society, 2014-2015
- Volunteer, Habitat for Humanity, 2013-2014