

PRECIOUS BARKSDALE

25B Clarendon Avenue
Asheville, NC 28804
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- OBJECTIVE** To apply for the Administrative Assistant position
- EDUCATION** **UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE**
Bachelor of Arts in Mass Communication & General Sociology
- EXPERIENCE** **ADMINISTRATIVE ASSISTANT** 2007-2011
UNC Asheville Office of Admissions, Asheville, N.C.
UNC Asheville One-Stop Academic Services, Asheville, N.C.
- **Advised students in enrollment, registration and course study**
 - **Provided customer service in financial aid assistance and billing**
 - **Interviewed prospective students both over the phone and in person**
 - **Managed academic projects and handled confidential student files**
- ADVISING SUMMER INTERN** 2009-2010
UNC Asheville Learning and Advising, Asheville, N.C.
- **Encouraged prospective students to attend the university**
 - **Planned and scheduled program events**
 - **Budgeted finances for the SOAR program**
 - **Advised students on course study and academic options**
- SKILLS** Proficient in Adobe Photoshop, InDesign, Final Cut Pro
Microsoft Word, Excel, PowerPoint, Publisher, PC, Mac,
Facebook, Twitter, MLA, Chicago and AP Style