|  |  |
| --- | --- |
| **Cameron A. Skills**  |  601 College St. | Clarksville, TN 37044(931) 221-7000 | cskills1@my.apsu.edu |

**EDUCATION**

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| --- |
| **Austin Peay State University** Clarksville, TN May 2017*Bachelor of Science in Political Science*Minor: Marketing**Relevant Courses:** |
| * Quantitative Methods
* Statistics
* Graphic Design
 | * Terrorism
* Counter Terrorism
* Methods of Research
 | * Public Policy
* Marketing
* Politics & Mass Media
 |

**WORK EXPERIENCE**

**Speedy Cash,** **Nashville, TN** June 2015 - Present

***Customer Service Associate***

* Manage and execute of all payment procedures
* Process on average 15 payday and title loans on a daily basis
* Secure a variety of monetary transactions up to $425 based on state of Tennessee regulations
* Expedited money orders and money gram for customers to ensure their bills are paid in a fast, timely manner

**H.H. Gregg,** **Nashville, TN** June 2014 - May 2015

***Customer Service Representative***

* Processed customer purchases into P.O.S. system, average weekly profits of $8,000
* Resolved routine customer complaints or problems regarding store or online merchandise
* Opened and closed registers; verified and balanced all transactions entered in the registers
* Assisted in the answering of telephone calls and follow H.H. Gregg phone etiquette procedures

**Chili’s** **Nashville, TN** May 2014 - May 2015

***Server***

* Ensured food and beverages was served promptly
* Accurately handled shift cash collected and receipts averaging $1580 per shift
* Provided ongoing, prompt, courteous and knowledgeable service to all customers
* Supported customer service initiatives in the kitchen and stock room to encourage safety awareness and maintained a risk-free environment

**SKILLS**

|  |  |  |
| --- | --- | --- |
| * Technically Competent
* Effective Communication
* Analytic Thinker
* Problem Solver
* Dependable
* Trustworthy
* Innovative
* Proven Work Ethic
* Motivated Team Member
 |   | * Resourceful
* Reliable
 |

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**REFERENCES**

Mrs. Elizabeth Mason

Hillsboro High School

12th grade English Teacher

931 Borough Lane

Nashville, TN 37215

615.222.9999 office

615.447.8721 cell

emason@mnps.org

Relationship: High School English Teacher

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