

A' Riya M. Huff

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OBJECTIVE

I am preparing myself to begin and advance a career in Accounting with an emphasis on non-profits with a concentration in audits or tax.

EDUCATION

Georgia State University
J. Mack Robinson College of Business
Bachelor of Business Administration
Concentration: Accounting
Cumulative GPA: 3.5
Core GPA: 3.75

EXPERIENCE

Ingles Inc. Fayetteville, GA

June 2017- December 2017

Cashier

Interacting and Maintaining professionalism with customers
Managed Cash Register by Implementing Internal Controls to handle cash responsibly
Priced and Made signs for accurate sales during the week to sell Inventory

Clayton County Senior Services

May 2018-August 2018

Teen Camp Counselor

Led teen girl summer camp group in daily activities
Collaborated with other camp counselors to develop daily/weekly schedules and field trips
Developed and Maintained relationships between caregivers and children

Georgia State University Housing

January 2018-Present

Student/Mail room Assistant

Provide customer service to Housing Residents
Received and Maintained Inventory from Couriers
Manage and Distribute parcels efficiently to students

HONORS AND AWARDS

Spring 2017 Dean's List
Fall 2017 President's List
Spring 2018 Dean's List

ORGANIZATIONS AND AFFILIATIONS

AAS Department Service Group

Fall 2017

Collaborated with team members to organize and raise over \$500 for AIDS WALK ATLANTA 2017
Recruited other student teams to participate in event to help raise awareness
Educate African American students on aids and sexual awareness to help increase aids awareness

RELEVANT SKILLS

Organized
Punctual
Great Time Management
Proactive
Experienced with Microsoft Word/Excel