

Tahmonie Stubbs

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Education

GEORGIA STATE UNIVERSITY, ATLANTA, GA

MAY 2022

Bachelor of Science, Public Health

Minor: Educational Psychology

GPA 3.61

Honors: President's List Fall 2021, Mary Long Nursing Scholarship, HOPE Scholarship

Experience

FAMILY DOLLAR

SEPTEMBER 2020 – APRIL 2021

Customer Service Representative

Warner Robins, Georgia

- Provided customer engagement in a positive and approachable manner.
- Remained constantly aware of customer activity to ensure a safe and secure environment.
- Performed all other duties necessary to maintain an effective store operation.

GEORGIA STATE UNIVERSITY

AUGUST 2019 – JANUARY 2020

Supplemental Instruction Leader

Atlanta, Georgia

- Planned and facilitated academic assistance sessions for historically difficult courses to improve comprehension and retention of concepts.
- Fostered positive and trusting relationships with students to increase engagement.
- Attended meetings regularly and received recognition for outstanding performances.

GEICO

APRIL 2018 – AUGUST 2018

Emergency Road Service Dispatcher

Macon, Georgia

- Provided high quality customer service and excellent phone etiquette in emergency situations.
- Collected and entered information in a database accurately and efficiently to dispatch necessary services.
- Maintained in-depth knowledge of company policies to create detailed call logs and records and address customer concerns and questions.

Skills & Abilities

- Computer Skills: Microsoft Office Suite, Google Drive Suite, Zoom, Email, Data Entry, Typing
- Presentation Skills: Visual Communication, Slideshows, Data Analysis
- Management Skills: Project Management, Project Scheduling & Planning
- Writing Skills: Basic Writing, Note-taking, Academic Writing, Creative Writing
- Soft Skills: Delegation, Written Communication, Collaboration, Conflict Management, Adaptability