

Mya Lipscomb

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ML

EDUCATION:

State University of New York College at Oneonta
Pursuing an MBA in Business Economics
Concentration in Finance
Relevant Coursework: Business Law, Finance and XXX.

EMPLOYMENT:

Tennis Director	June 2015-Present
City of Ossining Recreation and Parks Department (XXX EXPLAIN DUTIES)	
• Tennis Director	
Tax Preparer	January 2016- March 2017
• Personal Assistant (XXX EXPLAIN DUTIES)	
Tennis Instructor	June 2013 - September 2014
• Tennis Instructor (XXX EXPLAIN DUTIES)	
• Fitness Instructor	
• Administrative Assistant	

HONORS AND AFFILIATIONS:

NYSPHSAA Scholarship Athlete (Tennis 2015-2017)
National Honor Society 2016-2017
Business Law Award 2016-2017
Accounting Award 2016-2017
NYSPHSAA Scholarship Athlete (Tennis)
Junior Treasure of the NAACP (2015)
COAP (Career Opportunities in the Accounting Profession) 2016

SKILLS:

Computer Skills

Microsoft Word (Typing Speed 70wpm)
Microsoft Excel
Powerpoint

Other Skills

CPR Certified (Red Cross)
First Aid Certified (Red Cross)