

Kiara Graham

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Education

Bachelor of Arts in Criminal Justice

Georgia College & State University, Milledgeville, GA

President's List (4.0 GPA; 2 semester)

Dean's List (3.5 GPA; 2 semester)

May 2022

GPA: 3.23

Research Project: African American Perception of Police

June 2022 – July 2022

- Researched topic by using scholarly articles
- Examined scholarly articles and presented important findings in an annotated bibliography
- Wrote research paper and presented findings to professor receiving an A for the final grade

Experience

Data Entry

June 2021 – September 2021

Southern Banking Equipment

Duluth, GA

- Transferring data from excel format into database systems used by the company
- Resolving discrepancies in information and obtaining further information for incomplete documents
- Create backup documents as part of a contingency plan

Enumerator

August 2020 – October 2020

United States Census Bureau

Sandersville, GA

- Collect household and demographic information by canvassing assigned areas
- Compile, record, and code information derived from specified forms into a predefined database
- Analyze the authenticity of the information provided by ensuring direct contact with each family member within a family

Administration Manager

November 2020 – May 2021

Edu@Home

- Transferring data from excel format into database systems used by the company
- Assisted with the onboarding process for new hires and terminated employees by creating user accounts, setting up security access levels, and providing training on company policies and procedures.
- Create backup documents as part of a contingency plan
- Provided technical support to users via phone calls, emails, or in person regarding hardware/software issues as well as general questions about software applications used within the organization.
- Answered questions from existing employees on how best to handle certain situations at work

Software Skills

Proficient in Microsoft Office: Word, Excel, PowerPoint

