

JO AIRIELLE ONA

706 870 1909

airielle.ona@gmail.com

linkedin.com/in/airielleona/

AWARDS

- **DEAN'S LIST | SPRING 19**
University of North Georgia
- **DEAN'S LIST |**
FALL 20 & SPRING 21
- **PRESIDENT'S LIST | SUMMER 21**
Georgia State University

LICENSES &

CERTIFICATIONS

- **RESIDENT AGENT |**
GEORGIA 2020 - 2021
Property and Casualty License
Life, Accident & Sickness License
- **LINKEDIN LEARNING**
Microsoft Excel 2016

COMMUNITY

INVOLVEMENT

- **VOLUNTEER | FALL 18 & 19**
Samaritan's Purse, Suwanee &
DeKalb

SKILLS

- **COMPUTER**
Microsoft Word, Excel, PowerPoint
- **FOREIGN LANGUAGE**
Tagalog and Cebuano
- **OTHER**
Customer Service, Cash Handling,
Interpersonal Skills, Teamwork,
Problem Solving

WORK EXPERIENCE

REACH INTERN

Georgia Student Finance Commissions February 2022 – Present

- Provides basic administrative support to the organization
- Assists in tracking & processing of legal documents and enter data records efficiently
- Responds to emails from school coordinators and inquiries about the program

BUSINESS OFFICE ASSOCIATE

CarMax June 2021 - Present

- Assists financial institutions by clearing stipulation and secure funding for vehicle loans
- Processes paperwork associated with an appraisal, auction, and deal transactions
- Manages cash including receiving and counting money, distributing funds, preparing deposits, and reconciling safe funds

AGENT, CLIENT CARE REPRESENTATIVE

Carla Street Insurance Agency October 2020 – June 2021

- Scheduled appointments, established customer needs, and followed up with customers when needed
- Provided the appropriate products to clients based on needs in Property and Casualty policies and answered questions about insurance policies
- Processed payments, mortgage changes and bank deposits

EDUCATION

GEORGIA STATE UNIVERSITY

Bachelor of Arts, Business Administration December 2022

Major: Finance

Current GPA: 3.64

UNIVERSITY OF NORTH GEORGIA

Associate of Arts, Business Administration August 2020

Major: Business Administration Pathway

GPA: 3.50