

Kamisha Jones

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Seeking a Credit Analyst Internship for Google Checkout

Skills Profile

- Experience providing financial education on a college campus and in low-income communities
- Non-native fluency in written and spoken French and proficient in conversational Spanish
- Skilled at collaborating with others and utilizing excellent communication skills for outreach and presentations
- Proficient in Windows/NT, MS Word, Excel, PowerPoint, Access, Minitab
- Ability to critically analyze information and clearly present complex material

Education

Mills College, Oakland, CA

Bachelor of Arts in Economics (GPA 3.8)

expected May 2009

Minor in Psychology

Relevant Coursework:

Intermediate Financial Accounting
Corporate Finance

Managerial Accounting
Business Economics

Work Experience

Organizations Assistant

Sept 2007-present

Office of Student Activities, Mills College, CA

- Meet with student organizations regarding guidelines for creating and promoting campus events
- Organize and coordinated creative and interactive leadership trainings for the Board of Presidents
- Update organization information on website and brochures
- Create a welcoming environment on campus by facilitating collaboration amongst the organizations
- Organize and archived all financial documents to ensure programming within the specified budget
- Successfully coordinated a major campus event utilizing excellent organization, communication, and collaboration skills

Sales Associate

June 2005–Aug 2007

Macy's, San Francisco, CA

- Provided excellent customer service in a friendly and outgoing manner
- Displayed the utmost professionalism when interacting with international tourists with limited English-speaking abilities
- Awarded "Employee of the Month" in April 2007

ACTIVITIES

Certified Money Management Volunteer

Jan 2009-present

Money Management International, Berkeley, CA

- Conduct financial education classes such as credit card consolidation, debt management, interest rate negotiation, and credit facts and debt myths in low-income communities for up to 20 individuals
- Build collaborative relationships with community organizers in order to facilitate classes and reach a wide net of people

Economics Club Member

Oct 2006-present

Mills College, Oakland, CA

- Collaborate with club members to bring finance related resources and presentation to campus
- Utilize excellent communication and persuasion skills to recruit presenters and lecturers
- Co-facilitate basic personal finance workshops to students, especially regarding budgeting and credit card debt
- Meet with club members bi-monthly to discuss current economic issues locally, nationally, and globally