

Lakeisha Kelly
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Objective

- Find an entry level administrative position
- Gain further work experience in the receptionist industry
- To work in an office and increase my organizational skills

Skills

- Proficient in Microsoft Word
- Typing Skills
- Computer Skills
- Excellent Communication Skills and Interpersonal abilities
- Multicultural Sensitivity and Awareness
- 6 Years as a Musician
- Quick at Learning
- Meeting and Event Planning
- Telephone and Front Office Reception
- Office and Computer Systems
- Leadership and Supervision

Employment History and Experience

- | | | |
|--|---------------------------|--------------------------|
| • Bank of America
150 Long Beach Blvd
Long Beach, California 90802
(310) 897-7645 | <u>Assistant</u> | March 2015 – June 2015 |
| • Green Peace
837 Traction Avenue
Los Angeles, California 90013
(310) 542-9912 | <u>Fundraiser Manager</u> | February 2014 - May 2014 |
| • Save the Children
501 Hope and 7th Street
Los Angeles, California 90013
(310) 679-7823 | <u>Fundraiser Manager</u> | March 2013 – August 2013 |

Education

- Santa Monica College 2008 2014
AA Degree in Music
 - Member of the Black Collegians Scholarship Group at SMC
 - Volunteered as a Music Tutor and Teacher's Assistant for government & economics class during senior year of High School
 - Former Vice President of Juggling & Circus Arts Club at SMC
- Dorsey High School 2004 – 2008
 - Certificate of Academic Achievement Diploma