

Lakeisha Kelly
12005 Samoline Lane
Downey, California 90242
(310) 848-0188
Lakeishakelly833@Gmail.com

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

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