

H. Camille Thomas

◆ INSERT NEW NUMBER HERE ◆ hcamillet@gmail.com ◆ Los Angeles, CA 90005

OBJECTIVE

Highly motivated solutions oriented professional seeking employment with a dynamic organization in an Entry-Level position where my experience, background and adaptability and customer-service skills will continue to be elevated.

EXPERIENCE

The Los Angeles Film School

December 2014 – Present

Financial Aid Work-Study Office Assistant

- > Ensure compliance with all financial aid policies procedures and regulations when reviewing financial aid applications
- > Ensure ethical financial aid practices are employed, meeting all regulatory agency and standards
- > Maintain consistently accurate files in compliance with Federal/State regulations, College policies and procedures
- > Perform Entrance/Exit Counseling as needed
- > Process and monitor VA student files
- > Audit files at the beginning of each start and at graduation to ensure completion and accuracy.
- > Provide general support to other departments including data entry, telephone follow up with prospects, and general admission inquiries

Deeply Rooted, Marietta, Georgia

January 2014 – August 2014

Office Assistant / Shampoo Technician / Hair Product Model

- > Position required a dynamic, flexible and hard-working individual able to interact with all levels of employees and ensure administrative and maintenance of day-to-day activities were completed in a timely manner.
- > Strong customer service skills - Polite and courteous to clients and co-workers
- > Technical skills cited as superior by clients, beauticians and management
- > Left to pursue higher-education opportunity

Food Depot Supermarket, Austell, Georgia

April 2013 – June 2013

Cashier

- > Hired on a temporary basis to work as a cashier
- > Trained within a limited time-frame
- > Also volunteered to assist employees and management with closing duties
- > Left per initial agreement

Various Clients, Austell, Georgia

2005 - 2013

Babysitter / Child Party Planner

- > Began on an entry-level, during middle & high school. Toddlers - 12 year olds
- > Trusted individual working in various homes and day care facilities
- > Responsible for planning and arranging nutritious meals
- > Organized play group activities and supervised guests
- > Very successful at planning numerous birthday and special event parties with anywhere from a two-week notice to a one-day notice

EDUCATION

December 2014 - Present

- > Attending Los Angeles Film School, Entertainment of Business Major
- > GPA 3.8/4.0

SKILLS

- > Interior Design, Human Resources, Communication, Computer/Technical skills. Flexibility/Adaptability and able to manage multiple priorities

Excellent personal and professional references provided on request.