

# EMNMIKA C. TOLBERT

903 Meadow Street Greenwood, SC 29646

864-323-7210 E-mail: emnmika11@gmail.com

## Objectives

I am an honest, dependable, and trustworthy individual who is determined to succeed in any environment. I enjoy learning new skills and work well with others, although, I can work efficiently alone. I'm seeking a position in an office where I can utilize my professional, office, and computer skills while learning new skills for advancement.

## Skills

- Work Keys Skills: Reading 6, Locating Information 5 and Applied Math 5
- Accurately follow oral and written instructions
- Experienced in all areas of office work
- Positive attitude, motivated, and organized
- Great customer service skills
- Strong attention to detail
- Work well under pressure
- Computer skills: Microsoft Office: Access, Word, PowerPoint, and Excel

- **Education**

- **Colorado Technical University**
- Bachelor of Science in Healthcare Management (10/17-Present)
- **Piedmont Technical College, Greenwood, SC**
- Associate Degree in Administrative Office System Technology (08/10-12/12)

Certificate in Employment Preparation Program (2006)

- Certificate in General Health Science (1/00-1/01)
- Certificate in Ward Secretary (08/99-12/99)

- **Experience**

- 
- 11/16-Present                      Colgate-Palmolive                      Hodges, SC
- **Customer Service Representative**
- Receive incoming material for production within the plant using the SAP system. Produce labels for material and sample material. I ship material via fed-ex and trucks to appropriate businesses when needed.
- 
- 05/13-11/16                      Eaton Corporation                      Greenwood, SC
- **Shipping Clerk**
- Organize, count, arrange, and pack parts for shipment. Release, tag, and confirm all shipped parts and open and close trucks for shipment. Enter all parts and number of parts in computer for tracking. Keep area cleaned.
- 
- 11/12 – 12/12                      Piedmont Technical College                      Greenwood, SC
- **Administrative Assistant**
- I assisted the Research/Planning Department with entering data into the correct databases. I performed general office duties such as making copies, faxing, scanning, shredding, and other office duties.
- 
- 
- 10/10 – 08/11                      Center Manufacturing                      Greenwood, SC
- **Cage Attendant/Receiver**
- Arranged, located, organized and updated hardware and equipment used for employees to run their jobs efficiently. Received everything delivered and ordered for plant use and filed paperwork.