

# ERICA QUICK

Greenville, SC  
equick1@coastal.edu - (843) 319-8522

Seeking challenging position in the field of Health Promotion where my education and work experience can be utilized.

## WORK EXPERIENCE

### **Teacher**

Classy Kids - Simpsonville, SC - December 2010 to Present

Help classroom from infant to k4s.  
Feed and diaper changing  
Teach children to learn colors, alphabets, and numbers

### **Lead Teacher**

Pelham Road Baptist Church - Greenville, SC - January 2008 to November 2010

Teach children ages 12 to 18 months  
Feed and diaper changing  
Helping behavioral and social skills

### **Information Specialist**

Conway Medical Wellness & Fitness Center - Conway, SC - December 2005 to November 2007

Greeting all members and guests as they arrive and leave the center  
Respond to inquiries for membership information  
Assist the membership coordinator with sign-ups and tours  
Accept and process member payments  
Take weekly inventory of merchandise

### **Sales Associate**

Kenneth Cole - North Myrtle Beach, SC - August 2005 to November 2007

Greet and assist customers with product needs on the sales floor  
Receive cash payments or obtain credit authorization

### **Office Manager**

Sage Credit Company - Myrtle Beach, SC - March 2005 to August 2007

Check in with the secretary to retrieve phone messages and mail and report back to the head manager.

### **Merchandise Floor Specialist**

Nike Factory Outlet - Myrtle Beach, SC - July 2001 to March 2005

Greeted customers on the sales floor and assist with the merchandise desired  
Displayed merchandise, suggest selections that meet customer's needs and emphasize selling points  
Received cash payments or obtain credit authorization  
Take inventory of stock

### **Receptionist / Office of Student Activities**

Coastal Carolina University - Conway, SC - August 2000 to May 2001

Worked with over 90 organizations to maintain proper records and processing service requests

Perform daily duties such as filing, answering phones and running errands

**Receptionist and Counselor / Office of Counseling Services**

Coastal Carolina University - Conway, SC - October 1999 to May 2000

Answer phone calls, ran errands and assisted staff as needed

Provided valuable customer service

EDUCATION

**Master in Business**

Strayer University - Greenville, SC

January 2009 to January 2012

**Bachelor of Science in Health Promotion**

Coastal Carolina University - Conway, SC

January 2005

ADDITIONAL INFORMATION

SPECIAL SKILLS

Microsoft Office Suite

CPR Certified

First Aid Certified

Blood Pathogen Certified

INTERNSHIP

Waccamaw Public Health District (DHEC) - Conway, SC 09/2004 - 12/2004

Completed internship of 85 hours

Participated in Prostate Cancer Screening, American Red Cross Blood Drive and America Heart Walk

Helped fundraising for the American Heart Walk

Planned and implemented Community Health Fair

Created public service announcements, bulletins and thank you cards