

# ERICA URBAN

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To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

## EXPERIENCE

**DATES FROM SEPTEMBER 2016- TO JUNE 2018**

**PERSONAL ASSISTANT, SELENA LAURENCE, USA TODAY BEST-SELLING AUTHOR**

Proof read, gather information for mailings, set up and run contests, mail out winnings, maintain mailing list and Facebook profile updates, ensure confidentiality, ensure positive and timely communication with readers

**DATES FROM AUGUST 2004- TO JUNE 2012**

**SHIFT SUPERVISOR, STARBUCKS COFFEE COMPANY**

Open and close store following procedures, reconcile cash drawers, run shifts by ensuring proper staff placement and meeting daily sales goals, organize and display merchandise, order and receive store inventory, order perishables for following day.

## EDUCATION

**AUGUST 2019**

**REAL ESTATE APPRAISER COURSE, VAN ED EDUCATION CENTER**

**FALL 1997 TO FALL 1999**

**GENERAL BS COURSE WORK, METROPOLITAIN STATE COLLEGE**

Working towards a BS in science education

## SKILLS

- MS Office
- Organizational skills
- Problem solver
- Type 40 WPM
- Timely

## ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.