**Nyesha D. Lawrence**

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**Objective:** To secure a position with a well-established company/organization with stable environment that will lead to a lasting relationship in the finance industry.

**Qualifications:** Computer literate and knowledge of operating all business machines.

10 yrs. + cashier and customer service experience

Knowledge of MS Word, Excel, PowerPoint, Peachtree, Medisoft

Excellent work ethics, fast learner and responsible

Ability to prioritize and complete multi-tasks

**Education:**  **TEXAS SOUTHERN UNIVERSITY** (pursuing BBA) Jan 2013-present

 Major: Finance Minor: Human Resource Mgmt.

 **HOUSTON COMMUNITY COLLEGE**

Finance-Banking*:* Associate of Applied ScienceDegree  Dec 2012

 Certificate of Completion: Teller Training Program Aug 2011

 Certificate of Completion: Financial Operations May 2011

**Experience: HOUSTON COMMUNITY COLLEGE** Jan 2013- present

 ***TEACHER AIDE –PT***

 Assist in enrolling new students in the ABE/GED/ESL classes.

 Assist with administering tests and scoring of test

 Provide any other support services required by instructor

 **HOUSTON COMMUNITY COLLEGE** April 2012-Dec 2013

 ***REGISTRATION ASSISTANT-(work-study)***

 Inputting data into the system.

 Create students profile and recorded attendance

 General office duties: filing, scanning, and fax documents

 **MACY'S\ FOLEY’S**

 ***SALES ASSOCIATE*** April 2005 – May 2009

Operate register and assist customers with sales

Detail items on the sales floor: (tagging and inventory mgmt.)

Assist with merchandising and markdown

Open new accounts and process payments

***Other experience:*** *VITA/ TCE Volunteer Program- Jan-Apr 2011-2012*

 Neighborhood Tax Centers

 **TAX PREPARER-** *Intermediate-Level Certification*