**Jocelyn Jenise Reese**

9703 Rock Pass Dr. Phone: (281) 620-2769

Houston, Texas 77064 Email: j.reese2012@gmail.com

**SUMMARY OF QUALIFICATIONS**

* Goal oriented, vision driven individual with a desire to portray excellence
* Strong an effective analytical skills
* Excellent interpersonal skills
* Eff4ective verbal and written communication skills
* Great with numerical problem solving
* Certified in Microsoft, Excel, Word, Access, and PowerPoint

**EDUCATION**

Candidate for Bachelor of Arts in Business Finance August 2012 – May 2013

Clark Atlanta University, Atlanta, Georgia

GPA: 3.3/4.0

Candidate for Bachelor of Arts in Accounting August 2013 - Present

Texas Southern University

GPA: 3.5/4.0

**WORK EXPERIENCE**

**Alpha Kids Center***,* Houston, TexasJune 2010 – July 2012

Assistant Director

* Collected payments for childcare services
* Provided receipts of payments collected
* Prepared documentation and records for monetary transactions

**Kohl’s,** Houston, Texas May 2013 – December 2013

Cashier

* Created an inviting welcome in greeting customers in a polite and friendly manner
* Demonstrated hands-on experience in monetary handling
* Proved knowledge of cash registers, calculations, and scanners

**Dillard’s**, Houston, Texas December 2013 - Present

Sales Associate

* Assisted in marketing through visual arrangements
* Provided quality customer service
* Provided fast pace sales to customers
* Proved to be knowledgeable in the sales database

**HONORS, ACTIVITIES, AND COMMUNITY SERVICE**

* National Society of Collegiate Scholars , **Social Chair**, *2014-Present*
* TSU Wesley Foundation, **Member**, *2014- Present*
* St. John Baptist Church Praise Dance Ministry, **Director**, *2007- Present*
* Clark Atlanta University Honors Program, **Miss Honors Program,** *2012-2013*
* CPR Certified, *July 2012*