

# SHANIA JOHNSON

1000 Augusta Lane  
Hays, KS 67601

(785)-628-4260  
s\_johnson@scatcat.fhsu.edu

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## CAREER OBJECTIVE

To become an office manager in a professional office.

## EDUCATION

**Bachelor of Business Administration**, December 2014

Major: **Business Education**

Emphasis: **Training and Development**

Fort Hays State University, Hays, KS

GPA 3.48 on 4.0 scale

## SPECIAL SKILLS

- Computer experience with Microsoft Word, Excel, PowerPoint, SPSS, Access, and Goldmine
- Strong organizational skills, interpersonal skills, and multitasking skills

## WORK EXPERIENCE

**Supervisor**, July 2012 to Present

Carlos O'Kelly's, Hays, KS

- Prepare front of house for opening and closing
- Handle all customer complaints during my shift
- Count money for deposit and take to the bank
- Lock restaurant at the end of the night

**Office Assistant**, September 2011 to July 2012

SizeWise Rentals, Ellis, KS

- Directed calls to appropriate people
- Sent out information about the products we sell
- Assisted marketing director with various activities
- Assisted human resource manager with payroll
- Filed human resource documents, accounts payable, and accounts receivable

**Waitress and Cashier**, January 2008 to December 2011

Gutierrez Mexican Restaurant, Hays, KS

- Provided prompt, courteous customer service
- Took delivery and carryout orders
- Trained new employees

## HONORS

Sunflower Bank Scholarship

Award of Excellence in accounting

# Koby Bryant

4567 Sternberg Drive  
Hays, KS 67601

785-987-4561  
[golakers@mail.fhsu.edu](mailto:golakers@mail.fhsu.edu)

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## EDUCATION

**Bachelor of Business Administration**, May 2013  
Major: **Business Education**  
Emphasis: **Corporate Communication**  
Certificate: **Marketing**  
Fort Hays State University, Hays, KS

## QUALIFICATIONS

- Computer experience with Microsoft Word, Excel, Access, and PowerPoint, Arcview, Adobe PageMaker, QuickBooks Pro, Lotus Notes
- Excellent teamwork, leadership, communication, and organizational skills

## HONORS/ACTIVITIES

- Dean's Honor Roll, Award of Excellence Scholarship
- Data Information System and Communication Club
- FHSU Yell Leader

## EXPERIENCE

**GIS Digitizing Technician**, July 2012-Present  
Farm Service Agency, USDA, Hays, KS

- Digitize projects using Arcview Computer Programming
- Perform Random Sampling for other counties in the USA
- Answer telephone queries

**Student Secretary**, December 2010-June 2012

Biology Department, Fort Hays State University, Hays, KS

- Performed accounting operations using QuickBooks
- Utilized keyboarding skills to prepare various assignments
- Sent high school recruitment letter to prospective students
- Reconciled end of year paperwork

**Scale Room Technician**, Summer 2009-2010, Fall 2010

Cargill Ag Horizons, Stockton, KS

- Tested and sold grain during harvest
- Entered data into Excel spreadsheets

**Cashier/Receptionist**, May 2007-May 2009

JC Penney Salon, Hays, KS

- Scheduled appointments
- Stocked shelves

## REFERENCES

Available Upon Request