Crystal Elaine Tanks

221 Upper Riverdale Road, #20M

Jonesboro, GA 30349

Mobile Phone: (678) 572-2612 Alternative Phone: (770) 229-1485

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**PROFESSIONAL EXPERIENCE**

**LiteHouse Partners , INC, Union City, Georgia**

Facility Coordinator - October 2015 - present

* Responsible for managing the daily operations of assigned center.
* Utilizing the program curriculum
* Implement activities using various delivery methods to create a positive environment for children to learn and grow.

**Georgia Perimeter College, Decatur, Georgia**

GPC Foundation Advancement Assistant **-** November 2013- present

* Responsible for assisting the Administrative Coordinator with gift processing and data entry.
* Work closely with the Executive Director of Institutional Advancement and the Advancement Coordinator to ensure timeliness and accuracy of gift processing in accordance with IRS and CASE standards
* Assist with the proper processing of all payment requests received, including accurately recording them in the approved excel database; providing the automated notification for all requests received and paid, and preparing requests for processing and approval by the Administrative Coordinator and Executive Director

**Emerald City Advocates, Inc. (ECA), Griffin, Georgia**

Data Entry Clerk – December 2011- present

* Responsible for organizing inventory and accurately processing product information.
* Accountable for answering phone lines as initial point of contact.
* Assist with managing and maintaining daily operation aspects.

**Country Inn & Suites, Hampton, Georgia**

Maintenance/Customer Service Representative – July 2011- January 2012

* Oversee the work of housekeeping staff, including supervise room cleaning and replenishing duties.
* Generate reports for the management from database.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

**Carter’s Distribution Center, Stockbridge, Georgia**

Shipping and Receiving – November 2011- January 2012

* Processes and distributes documentation with purchase orders; reports, documents and tracks production.
* Responsible for sorting/organizing product for shipping to commercial retail.
* Serves as initial point of contact with vendors.

**Pizza Hut of North America, Inc., Forest Park, Georgia**

Delivery Driver/Waitress/Hostess – August 2009 – December 2010

* Responsible for delivering products to customers.
* Preform waitress duties in dining room setting

**Education**

**Georgia Perimeter College, Decatur, Georgia**

Candidate for Associate of Science Degree, Concentration: Early Childhood Education

November 2013- December 2015

**Southern Crescent Technical College, Griffin, Georgia**

First Aid/CPR Certification - August 2008 & May 2013

Shampoo Technician - May 2009

**Leadership and Volunteer Experience**

* Jaguar Activity Group (JAG)-Service Chair
* Dean’s List Award
* Who's Who among American High School Students Recipient
* Sunday’s School Teacher (Ages 4-9)

**Auxiliary Skills**

* Able to work under pressure
* Customer Support & Care
* Experienced in Administrative Fields
* Filling/Coping/Scanning
* Good communication and interpersonal skills
* Handy and responsive to all situations
* Hard worker
* Having a background of health sciences
* Having a clear track record of work
* Microsoft Office Suite
* Problem Solving Abilities
* Team player

**References**

Provided upon request