

GERALDINE WILLIAMS-COLEY

1205 Highland View Avenue, Richmond, Virginia 23222

(804) 439-0938

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SKILLS SUMMARY

Areas of Strength

- Leadership Skills
- Problem Solving
- Organizational Skills
- Computer Literacy
- Work as Team Player
- Manage Petty Cash
- Marketing and Sales
- Customer Service
- Scheduling
- Communication Skills
- Multi-Tasked
- Research Abilities
- Strong Telecommunication Skills
- Public Speaker

EDUCATION

BA in Health Care Administration

Ashford University, Clinton, Iowa

Expected Graduation Date: March 2013

WORK HISTORY

Food Service Team Leader *Firehouse 15* 3011 Meadowbridge Road, Richmond, Virginia
September 2008-Present

Administrative Assistant/Harvest Store Leader *Boaz and Ruth Inc.* 3030 Meadowbridge
Road, Richmond, Virginia 23222
August 2005-September 2008

Prep and Backline Cook *Captain D's* 206 Princess Anne Street, Fredericksburg, Virginia
January 2005-June 2005

CERTIFICATES AND AWARDS

- Toastmasters International Club (Member: Competent Communicator)
- Emotional Competency
- First Things First
- Family Relationships
- Core Beliefs
- Conflict Resolution
- Fred Factor (Customer Service)
- MS Word/Excel
- CPR

REFERENCES PROMPTLY FURNISHED UPON REQUEST