**Present Address Kiley Anderson Permanent Address**

106 Penny Drive Kileyjoa@gmail.com 104 Wyndham Lane Athens, GA 30605 (678) 478-7122 Powder Springs, GA 30127

**EDUCATION**

**The University of Georgia,** Terry College of Business Athens, GA

*Bachelor of Business Administration, Finance* Graduation: May 2011

*Minor: Fashion Merchandising*

CUM GPA: 3.49/4.00

**HONORS AND AWARDS**

Dean’s List, HOPE Scholarship, National Society of Collegiate Scholars, Alpha Kappa Psi

**SALES INTERNSHIP**

**Bel Fiore Bridal Boutique**, Marietta, GA

*Intern*, May – August 2008

* Updated and maintained inventory in a precise and timely manner
* Assisted in the consolidation of a nationwide survey for new bridal software
* Provided exceptional service to customers by demonstrating product knowledge
* Satisfied customer needs and increased sales by upselling

**ACCOUNTS & CUSTOMER SERVICE**

**The Village Summit**, Athens, GA

*Food Service Employee,* August 2009 – Present

* Guide and motivate colleagues through training process so that they can reach their potential
* Prepare and meet thousands of food orders to meet guests’ needs
* Uptake new tasks and responsibilities on a consistent basis
* Learned to adapt and overcome obstacles created by changing roles and positions

**Sun Valley Beach**, Powder Springs, GA

*Office Assistant Administrator,* May – August 2007

* Assisted in running an efficient and organized workflow
* Managed and processed transactions valued in excess of $3,000 per day
* Addressed customer service complaints and requests in a timely and professional manner
* Expanded knowledge in business operations and improved communication skills by working and communicating directly with owner and supervisors

**ADMINISTRATIVE EXPERIENCE**

 **The University of Georgia Athletic Association**, Athens, GA

*Class Checker*, August 2007- Present

* Served as a liaison between academic counselors and athletes
* Compile accurate and precise attendance of student athletes

**COMMUNITY SERVICE**

**Our Daily Bread**, Athens, GA

*Volunteer*, September – December 2006

* Regulated the distribution of food for 30+ people in a busy setting
* Created a harmonious and friendly atmosphere by dispelling differences and listening to guests