



Beverly Thomas



Transitioning Designer



Philadelphia, PA



beverly.thomas@hussiancollege.edu



(267)975-XXXX

* Skills

Customer & Client Services



Interpersonal Communication



Fashion Photography Styling



Social Media Content Creation



Languages

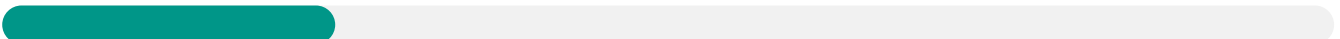
HTML



CSS



Meme



Work Experience



Share

Administrative Manager / The New Lou & Choo's Lounge



July 2018 - Current

Providing comprehensive administrative and personal support to founder of boutique financial advising firm, with scope of responsibility that includes dictation, correspondence, office management, vendor relations, appointment scheduling, travel coordination, and event-planning functions.

Nanny / Speed Household



Jan 2018 - Current

Providing weekend child care services for 2 small boys, ages 3y and 18m, by preparing nourishing meals and snacks, sterilizing bottles and other feeding equipment, and aiding children to develop habits of hygiene, cleanliness, and healthy communication

Member Relations Assistant / Pyramid Club

 Feb 2017 - Mar 2018

Managed front-desk receptionist area demonstrating a wide variety of customer service and administrative tasks to resolve issues quickly and efficiently for members and guests. Answered an average of 80 calls per day by addressing inquiries, accommodating needs and promoting club amenities. Created and confirmed dining reservations and event registrations, and maintained cleanliness and presentation of member service area and marketing information. Administered all mailings and packages, and distributed them accordingly. Created and maintained the Front Desk office supply inventory

Education

Hussian College

 2018 - **Current**

UI/UX Design

Temple University

 2011 - 2014

Marketing

Penn State University

 2009 - 2011

Marketing

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