

Adalie K. Self
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Objective	A position as Loan Officer that will allow me to gain experience and apply my knowledge in the Finance field as well as customer service.
Profile	<ul style="list-style-type: none">• Goal-oriented individual with strong leadership and management capabilities.• Organized, highly motivated, and detail-directed problem solver.• Ability to direct and perform projects in a timely manner.
Education	Henderson State University Arkadelphia, AR Bachelor of Business Finance To be conferred: May, 2010 Kirby High School Kirby, AR Valedictorian 2007
Relevant Experience	Customer Service <ul style="list-style-type: none">• Enjoy making sales while encouraging an enjoyable and satisfactory purchasing experience.• Capable of maintaining good customer relations.• Ability to make efficient and timely decisions. Management/ Work Ethics <ul style="list-style-type: none">• Ability to delegate tasks, work efficiently alone, or participate with a group using teamwork and communication skills.• Uphold the responsibility for opening and closing a business.<ul style="list-style-type: none">-- Including experience in cash handling, bookkeeping, and training. Computer Skills <ul style="list-style-type: none">• Microsoft Excel, Word, and PowerPoint Courses/ Training <ul style="list-style-type: none">• Henderson State University – <i>Arkansas Small Business Development Center</i> – Marketing/ Web Design Training
Employment	Clerk Farm and Ranch Feed, Glenwood AR 2008-present (870)356-3916 Customer Service, General Labor, and Management <ul style="list-style-type: none">• Provide retail services and managerial responsibilities, along with daily inventory, stocking and cleaning duties. Clerk Dunlap Store, Kirby AR 2007 (870) 398-4431 Customer Service and General labor <ul style="list-style-type: none">• Provide retail services along with inventory, stocking and cleaning duties. Lifeguard Magic Springs and Crystal Falls 2004-2005 Customer Service <ul style="list-style-type: none">• Required training course, monthly in-service training in CPR.