**LISA A. McKINNEY**

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 Lynchburg College Concord, Massachusetts 01742

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# OBJECTIVE

 To obtain a full time management trainee position.

**EDUCATION
Bachelor of Arts**, Lynchburg College, Lynchburg, Virginia, May 2017

Major: Business Management, Minor: Computer Science G.P.A. 3.3

**RELATED COURSEWORK**

Principles of Management & Organizational Behavior, Accounting 1&2, Economics

**RELATED EXPERIENCE**

**Intern**, A.E. Schwartz and Associates, Waverley, Massachusetts, Summer 2016.

* Wrote, edited, and copy-edited new and existing management training and consulting materials.
* Wrote an advertising supplement published in training journals.

**Administrative Assistant**, Lynchburg College President’s Office, Lynchburg, Virginia, Spring 2016.

* Compiled and organized applications of candidates during the search for a new Vice President.
* Assisted with office organization and management.

 Connection Leader, Lynchburg College, Lynchburg, Virginia, 1999-2000.

* Assisted parents and freshmen in orientation procedures.
* Facilitated weekly Freshmen Success Seminar.
* Aided students with study skills and time management.

**Administrative Assistant**, Computerized Home & Business Systems, Inc., Concord, Massachusetts, Summers 2014-2015.

* Obtained office management experience, clerical and computer skills.
* Administered receptionist activities.

**COMPUTER SKILLS**

Microsoft Word Microsoft Access Microsoft Visual C++

Microsoft Excel Microsoft FrontPage Microsoft Works

Microsoft Power Point Microsoft Publisher Word Perfect

**ACTIVITIES AND AWARDS**

Treasurer- Kappa Delta Sorority, Zeta Nu Chapter,

Delta Sigma Pi- Professional Business Fraternity

Program Coordinator- Greek Service Organization Council, 2013-present

Participant- Anderson Leadership Conference, January 2015, 2016

Dean’s List- 2014, 2015, 2016

Omicron Delta Kappa, 2014-present

**REFERENCES** Available upon request.