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|  |  | Ellie  PickerT |
| Hard-working, organized soon to be graduate from Southeastern University. I am looking for an administrative position. Many years of customer service and administration completed. places I’ve lived Illinois  Romania  Egypt  South Dakota  Florida Contact PHONE:  941-218-9838  EMAIL:  elliepickert@gmail.com EDUCATIONBayside College- SEU- 2023-2026 Bachelor’s Degree in Psychology  Anticipated completion December 2024, GPA 3.8  Masters in Clinical Psychology Anticipated completion May 2026 State College of Florida2020 – 2022 Associates Degree, GPA – 4.65 |  | WORK EXPERIENCE **Neuro Speech Therapy**  2023- Present   * Communicating with clients regarding scheduling * Conflict management with corresponding schedules   **360 Church**  2023- Present   * Typesetting discipleship programs * Liaison between leadership and applied translation services   **Sarasota Laundry**  2021 – Present   * Pick-up and delivery of laundry to different locations * Communicating with customers regarding laundry completion * Completing the laundry for clients   **360 Church (Volunteer)**  2021-Present   * Caring and teaching children ages 0-10 * Conflict management * Interpersonal communication   **James Griffith Salon**  2022-2023   * Greeting clients and creating a welcoming environment * Communicating with clients regarding aspirations * Discussed scheduling conflicts * Conflict management between clients and stylists  Suncoast Pools of Venice 2019 - 2021   * Assisted with the maintenance of pools * Corresponding with clients on site * Contract and client retention   **Reference**  Kristen Hodges  KlHodges@seu.edu |