



# JAZMINE WALKER

## OBJECTIVE

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I am a current junior accounting and finance student seeking an opportunity to gain real world experience through internship opportunities.

## SKILLS

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- Microsoft Office Suite
- Strong Work Ethic
- Leadership
- Written and Verbal Communication
- Teamwork
- Organization
- Self-Motivated
- Active Listener

## CONTACT

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EMAIL:  
jazmine.walker@eagles.oc.edu

## EDUCATION

### Oklahoma Christian University

Bachelor of Business Administration – Accounting and Finance  
GPA 4.0 – Expected Graduation May 2025

### Walker Homeschool

GPA 4.0 – Graduated May 2020

## EXPERIENCE

### Ross Dress for Less Cashier/Sales Associate

June 2021 – Present

- Manager on duty assistant (MOD+).
- Greet and assist customers with needs and concerns.
- Assist customers with purchases and returns using a POS operating system.
- Organize and maintain functional sales floor.
- Manage fitting room operations.
- Assist stock team with merchandising sales floor.

### Oklahoma County OSU Extension Center Administrative Assistant

June 2020 – August 2020

- Answered phones and directed calls.
- Greeted and assisted guests.
- Performed general office duties (mail distribution, filing, etc.).
- Data entry using Adobe and Microsoft Suite.
- Prepared and shipped soil samples to OSU lab.

## INVOLVEMENT/AWARDS

### Oklahoma Christian University Benchmark Society Member

September 2021 – Present

- Professional development and career exploration.
- Attend OC Benchmark Society Luncheons.
- Network with company representatives from the OKC area.

### Oklahoma Christian University Accounting Scholars Association

August 2022 – Present

- Perform secretary duties including document filing, maintaining meeting attendance, and composing meeting minutes.
- Assist in hosting events promoting professional development and career exploration.

### Who's Who Among Students in the School of Business Administration Award Recipient

2021-2022

- Award presented to students in the top 20% of their class