**SAMUEL M. HAWKINS**

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**OBJECTIVE**

To obtain an entry level position.

**EDUCATION**

**Chicago State University Chicago, IL** (currently enrolled)

Major: Business Management

Related Courses: Managerial Accounting, Business Management, Marketing, Finance

**Kennedy King College, Chicago, IL**

Associate Degree, General Studies May 2014

**Thornwood High School South Holland, IL**

Diploma May 2012

**JOB EXPERIENCE**

**Phalanx Family Services**, Chicago**, IL** May 2014 to September 2014

Answered phones, created Word and PowerPoint documentation with Microsoft Office

Supervised youth activities at job sites

**Chicago State University, Chicago, IL**  January 2015 to May 2016

Managed student recreational center

Maintenance of Center by cleaning, organization and supervision of supplies

Work in a team environment with faculty and other student workers

**SKILLS**

**Computer Skills**

Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Access, Microsoft Outlook, QuickBooks