

Miché Richards

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Objective

To obtain a part-time position in Clerical/administrative duties

Education

Georgia State University
Bachelor of Science in Biology
Minor: Chemistry
December 2013|GPA: 3.36
Georgia Hope Scholar

Employment Experience

Georgia Aquarium Gift Shop: Atlanta, GA

12/12-11/13

Sales Associate

- Maintain store appearance, greet customers, and demo new products
- Process cash and credit card transactions

Georgia State University: Atlanta, GA

7/12-1/13

Student Assistant

- File updated invoices
- Purge outdated proposals and return them to PI
- Create excel spreadsheets for mailing statements

Social Security Administration: Atlanta, GA

6/10 -9/11

Operations Support Clerk (Student Temporary Employment Program)

- Efficiently review representative payees in eight (8) states in the south east region
- Receive and respond to problems from local, state, federal, and third-party officials by telephone, regarding title II and XVI cases.
- Review court case affirmations involving Social Security Benefits, Certify documents requested for legal disputes
- Query claimants and correct numident records.
- Protect sensitive and classified information of the claimant by destroying non-essential material properly.

Computer Proficiency

MS Word, MS Excel, MS Outlook, and MS Power Point
Social Security Data Base Application: PCOM

Awards/Achievement/Community Service

- | | |
|--|----------------|
| • Student National Dental Association | 08/14-Present |
| • Tri-Beta Biological Honor Society | 04/13-Present |
| • VIDA Volunteer | 05/13 |
| • Project Open Hand Volunteer | 10/12-Present |
| • Increasing Diversity in Dentistry Pipeline Scholar | 06/11- Present |
| • Member of Minority Pre-Med/ Pre-Dental Club | 08/10-Present |
| • United States Service Organization (USO) Volunteer | 01/09-Present |

