

Paige Adams
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Education:

Columbus State University

4225 University Ave, Columbus, GA 31907
Phone: (706) 507-8800
January 2019 – Present
Degree: Bachelor of Arts
Major: English – Creative Writing
Minor: Spanish
Status: Senior
Institutional GPA: 3.94
Overall GPA: 3.5

Nashville State Community College

1760 Wilma Rudolph Blvd, Clarksville, TN 37040
Phone: (931) 472-3450
January 2018 – December 2018
Degree: Associate of Arts
Major: English
Status: Graduate of Spring 2019
Overall GPA: 3.22

Work:

CSU Saber

4225 University Ave, Columbus, GA 31907
Phone: 706-507-8800
August 2019 – May 2020
Title: Reporter/Office Manager
Starting Wage: Content based
Ending wage: Content + Senior Staff base pay (\$200/month)
Editor in Chief: Ashley Peterson
Senior Copy Editor: Jessica Demarco-Jacobson
Duties: As a reporter I covered campus events, breaking news, and stories that highlight the culture, the community, and wellness as applicable to the CSU community. I also began providing my own media on several articles, and even had one of my photos serve as the cover in the February 2020 issue. I am familiar with remote editing through Google docs. As an office manager I calculated payroll through Google sheets, sat in for interviews, worked closely with Human Resources to in process new employees, and performed general office duties.

Jarfly Restaurant

1358 13th St, Columbus, GA 31901

Phone: 706-505-1818

May 2020-Current

Title: Server

Starting wage: \$2.13/hr + tips

Manager: Kathleen (Kaki) Menser

Duties: Cash handling, familiarization with craft beers and changing menu items and specials, taking orders, running food and drinks, serving large parties, and performing side-work duties.

Legends Bank

310 N 1st St, Clarksville, TN 37040

Phone: 931-503-1234

April 2015 – December 2019

Title: Teller/Vault Teller/Personal Banker

Starting wage: \$9.00/hr

Ending wage: \$13.00/hr

Managers/Upper management: Misty Kane, Vicky Henson, Catherine Christensen, Kelly Wells

Reason for leaving: Moving due to spouse in the military

Duties: Cash counting, drawer handling, coin machine, customer service, team work, designated responsibility of the vault (accepting and sending shipments, dispensing cash amongst tellers, verifying cash from tellers, verifying the vault totals, etc), assisting in training, opening new accounts, online banking support, handling phone calls, understanding all computer programs (Integrated Teller, Fiserv, Navigator, Shortel, Word, Excel, etc), extensive understanding of products and ability to sell them.

Other Information: I came into the banking world as a temp employee from the temp agency, Randstad Staffing. I quickly earned my temp hours and was offered a full time position through the bank. I was able to learn and adhere to new procedures efficiently. I transferred amongst the five branches the community bank has within the town, earning a better position with each transfer. I was a loyal employee entrusted with responsibilities.

Availability

I am currently finishing the summer semester at CSU as my last semester to achieve my BA degree in English-creative writing.

Classes will be all online; however, I may have specific meeting times for Zoom video chat class sessions. I can work remotely or other, whatever is of convenience as well as allowed during these times of social distancing, and depending on my possible class meet times.