

# Joyce Coleman

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## OBJECTIVE

Seeking a position to build a long-term career with opportunities for career growth and advancement to help solve business challenges in a creative and effective manner in a team oriented environment.

## EXPERIENCE

Wal-Mart

November 2006 – March 2019

- Supervising apparel and fitting rooms.

Mariano's

January 2003

- Supervising the salad bar.

## EDUCATION

*Eastern Michigan University*

2019 – 2020

- Currently In-attendance

*North Chicago High School*

- Graduated
- Dual Credit at College of Lake County

2019

## SKILLS

- Communication with Customers
- Problem-Solving
- Active-Listener
- Retrieving E-mails
- Detail Oriented

## HOBBIES AND VOLUNTEER

- Mobile Food Pantry
- National Night Out
- North Chicago Community Days

## **CERTIFICATES, CERTIFICATIONS and AWARDS**

*Illinois WorkNet*

State of Illinois

June 2020

- Received State of Illinois Certificate for Career Advancement

*Employee Connections, Inc., NFP*

Waukegan, Illinois

June 2020

- Social Media Etiquette Certificate
- Interpersonal Communication Certificate
- Conflict Resolution Certificate
- Diversity & Inclusion Certificate

## **REFERENCES**

References are available upon requests.