

Charlotte Hamm

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Dallas, TX 75254

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Education

Texas A&M University, College Station, Texas
Bachelor of Business Administration in Management
Certificate in International Business
Graduation Date: December 2010
Cumulative GPA: 3.83/4.0
Major GPA: 4.0/4.0

- Partially self-funded through part-time work and scholarships

Texas A&M Reciprocal Exchange Study Abroad, Vienna, Austria
Spring 2010

- Developed cultural competence by living and studying in a foreign country

Work Experience

Dr. Jeffery T. Hamm M.D., Richardson, Texas
Office Professional
May 2007- Present

- Organized patient billing with explanations of health insurance benefits and documented payment
- Scheduled appointments and prepared patients for X-rays and physical examinations

Texas A&M University Dining, College Station, Texas
Cashier
September 2010-December 2010

- Operated the cash register while verifying and maintaining customer satisfaction

Maggie Moo's Ice Cream, College Station, Texas
Shift Leader
September 2008-September 2010

- Supervised and trained new employees
- Adapted to multiple positions to fulfill business needs

DSW Shoe Warehouse, Dallas, Texas
Sales Associate/ Cashier
April 2006-March 2007

- Achieved top percentages of customer registrations for loyalty reward program

Leadership

Texas Environmental Action Coalition
Secretary
September 2007-December 2009

- Organized and recorded weekly meetings
- Made members aware of upcoming events and schedule changes
- Constructed the organization's constitution

Green Campaign Chairman

- Coordinated campus-wide Earth Day events
- Promoted environmental awareness through the spread of viral videos

Activities

Society of Human Resource Management
Students in Free Enterprise
Texas A&M Women's Rugby
Fall 2010
Fall 2009
Spring 2008

Awards and Honors

Creed Ford Excellence Scholarship
\$2000 management scholarship for academic achievement

Study Abroad Scholarship
\$500 study abroad funding

Dean's Honor Roll, Mays Business School
Phi Eta Sigma Freshman Honor Society
National Society of Collegiate Scholars