

JOYIA PREWITT

ENTREPRENEUR

I am an experienced entrepreneur that offers cosmetic services. My job ranges from hairstylist to customer service representative and deeply involves creativity, discipline and time-management.

SKILLS

- Interpersonal communication
- Specific technical knowledge and training
- Time management & organization
- Accessing resources

EDUCATION

ALABAMA A&M UNIVERSITY

Bachelors in Human Resources, minor in accounting
Attended | Aug 2019 - Jan 2021

NORTHRIDGE HIGH SCHOOL

Highschool Diploma
Attended | Aug 2015 - May 2019

EXPERIENCE

FOREST MANOR OF TUSCALOOSA

Receptionist Feb 2023 - Nov 2023

Receiving and making outgoing calls.
Organizing files.
Scheduling appointments.
Entering data into computer systems

FINALLY MAKE A LIFE (SOBER LIVING HOME)

Resident Advisor Sep 2022 - Feb 2023

Building relationships with residents.
Providing positive peer leadership.
Enforce facility standards and guidelines.

CONTACT

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