

# Ima Knight

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## Education:

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**Marian University – Indianapolis, IN** **Spring of 2017**  
Bachelor of Arts in English and Spanish  
▪ GPA 3.8  
▪ Dean's list **2014-Present**

## Work Experience:

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**Chicago's Pizza** **May 2015-Present**  
Waitress

- Serve customers actively and proficiently in order to ensure the greatest and most comfortable experience for all guests
- Prepare food in order to ensure that each shift is prepared and stocked for customers

**Marian University Campus Security** **January 2015-May 2015**  
Evan's Center Front Desk

- Monitored the entrances and exits to the Medical Building to ensure that the building was safe for the students and faculty
- Alerted the officers of any issues or suspicious activities

**Kirlin's Hallmark** **February 2014-January 2015**  
Motivated Sales Associate

- Handled money efficiently and effectively in order to ensure accurate transaction
- Kept shelves stocked to ensure the greatest amount of selection for customers

**Jendy's Pizzeria** **January 2012-January 2014**  
Waitress

- Served customers as a skilled waitress with a developed understanding of the system and menu in order to ensure the greatest experience for the customer
- Prepared orders as an experienced cook with knowledge about food preparation

## Activities:

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**Student Government Association** **Spring 2016**  
▪ Participated in and gave input into meetings in order to create a more positive university  
▪ Voted on important decisions within the realm of organizations ran by students

## Skills:

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- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel