

Friendly M. Freshman

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OBJECTIVE

Administrative Assistant position at City Works

EDUCATION

Bachelor of Science, Business Administration, option Accounting
California State University, East Bay, Hayward, CA GPA: 3.6

June 2016

Related Coursework

Financial Real Estate Operations

September – December 2015

- Examined methods of financing income properties
- Gave recommendations for investments and risk analysis of target companies
- Evaluated alternative real estate financing and investment vehicles

Investment Analysis

January – March 2016

- Understand mortgage-back securities, stock valuation, and futures contracts

EXPERIENCE

Child Care Provider

Self-Employed

September 2013 - Present

- Provide childcare for several families with children ages 5 months to 7 years old
- Organize age-appropriate activities for children in a safe and secure environment
- Serve as emergency guardian while accompanying children to afterschool activities, including soccer, karate, and gymnastics

Receptionist

Van Ryan and Associates, Emeryville, CA

January 2013-July 2014

- Greeted clients, determined the nature of visit and directed to appropriate resources
- Answered over 40 phone calls daily; screened and forwarded calls and took messages
- Maintained professional relationship and attitude with clients and staff

SKILLS

- Proficient with Microsoft Office Suite; Mac and PC platforms
- Fluent in written and spoken English, knowledge of Farsi

VOLUNTEER EXPERIENCE

- Mentor, Big Brother/Big Sister September 2012 - Present
- Volunteered and raised \$250 by fundraising, Relay for Life March 2012

ACTIVITIES

- Pledge, Beta Alpha Psi, September 2015-Present
- Member, Black Student Union- participate in quarterly outreach events September 2015-Present