Barbara A. Campbell

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Major: Finance

MONTGOMERY COUNTY COMMUNITY COLLEGE, Blue Bell, PA
A.S., Graduated: May 2010
Major: Biological Sciences

ACTIVITIES:

Member, The Women's Auxiliary of The German Society of Pennsylvania, Spring
2013-Present
Member, Student National Dental Association, Fall 2012- Present
Member, Pre-Dental Health Society, Fall 2012- Present
Member, National Society of Leadership and Success, Fall 2012- Present
Member, Society for Human Resource Management, Fall 2012
Member, The German Society of Pennsylvania, Fall 2010- Present
Member, Dr.Drill Instructor Program Fitness Boot Camp, Summer 2009- August 2011

EXPERIENCE: PA FOOT AND ANKLE ASSOCIATES, Philadelphia, PA January 2010 – June 2012
Office Assistant
- Provided assistance to 6 offices, 9 doctors, and the total staff of 40 employees in various departments.
- Trained new employees on data input into computer system as well as office protocols.
- Assisted with confidential client registration from Advanced Data System (ADS) to SAMMY medical billing for over 7,000 clients.

WILLIAM PENN INN, Lower Gwynedd, PA   August 2006 – January 2012
Expeditor & Banquet Server
- Provided customer service for 3 dining rooms and 2 banquet halls simultaneously in a fine dining restaurant, specializing in French cuisine.
- Started as a busser, promoted to expeditor in three months because of excellent work ethic. Promoted a month later to banquet server and prepped food for the chefs.
- Assisted different departments on several occasions. The departments consisted of banquet, flower shop, bakery, laundry, ala cart, office and kitchen.
- Supervised 5 people and trained about 40 people in bussing, banquets, or expediting.

SKILLS & CERTIFICATION:
- Microsoft Word, Excel, and PowerPoint
- Leadership Certification, National Society of Leadership and Success, September 2010