

Raymond D. Giddings

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Major: Accounting | Total expected credits: 124

Selected Courses: Financial Accounting Tax Accounting
Cost Accounting Finance
Intermediate Accounting I Intermediate Accounting II

ACTIVITIES: Member, National Association of Black Accountants, 2010 - present
Volunteer, Holy Temple Church, Spring 2010 – 2011
Campaign for Working Families, 2014

EXPERIENCE: Pocono Raceway, Long Pond, PA Summer 2010, 2011, 2012

Events Staff

- Provided customer service for Pocono Raceway including personally assisting in approximately 50 vehicle inspections and \$2,000 in ticket sales.
- Provided assistance to attendants in the racing grounds for the Pocono 500 competition.
- Conducted perimeter searches around the racetrack and stood watch at entrance to race grounds.
- Assisted in traffic control through the use of signs and directed attendants to their designated parking areas.

Temple University, Philadelphia, PA September 2013- Present

Front Desk Associate

- Provided administrative services to approximately 500 residents living in the residence hall.
- Provided assistance to residents in answering questions and aid when requested.
- Provided customer service for student residence hall including filing, answering phone calls and delivering and handling inter-office mail.

SKILLS: Microsoft Word, Excel, PowerPoint