

## Monica L. Tanner

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### EDUCATION:

Lansing Community College; Lansing, Michigan 2010-Present  
Business Administration Major  
Member of Phi Theta Kappa (Honors society)  
Current GPA: 3.67

### Employment History:

Speedway LLC, Lansing, MI 2011-2013  
*Customer Service Representative*

- Provided personable and interactive customer service
- Made minor repairs to malfunctioning machines
- Acted as shift leader when needed

Journeys Shoe Company, Lansing, MI 2010-2011  
*Senior Sales Associate*

- Customer service and sales
- Oversaw sales associates
- Consistently set and exceeded sales goals

Zap Zone, Lansing, MI 2008-2010  
*Senior Associate*

- Highly interactive customer Service
- Oversaw and organized party rentals
- Made minor repairs to malfunctioning machines

### Volunteer Experience:

Campus Life (Youth for Christ) Lansing, MI 2006-2009

- Developed strong leadership skills
- Lead group discussions and meetings

Mission trip to Mississippi 2006

- Minor construction on houses damaged by Hurricane Katrina

### Training:

Dardis Academy  
*Intern/Professional Clothier*

- Received extensive communications training
- Summer sales internship

**Other Information:**

- Proficient in typing: 60 – 65 words per minute
- Significant register experience

**References:**

Available upon request