

Etta Vaughn

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Objective

As a graduate of Piedmont College I am looking for something that will enhance my job experience as well as help me reach my ultimate career goals.

Experience

City of Jefferson

Water Department- Customer Service Representative

- Answer customer questions and take payments
- Generate and close work orders
- Assist our water billing technician with any other assignments

**Jefferson, GA
January 2017-Present**

City of Jefferson Civic Center- Event Staff

- Booking events
- Assisting customers with any needs
- Answer the phone and transfer calls as needed

June 2016-June 2017

City of Jefferson City Hall- Assistant to City Clerk

- Maintain employee files
- Assist with payroll
- Any other duties assigned

June 2016-January 2017

First Baptist Church

Director of Children's Ministries

- Write and deliver Children's Sermons
- Plan and supervise all activities for children
- Write lesson plans and teach

**September 2020-Present
Commerce, GA**

Sam's Club

Cashier

- Check customers out quickly and efficiently
- Help customers locate items
- Work at the door when needed

**June 2015-August 2015
Oakwood, GA**

Telenet

Outbound Caller

- Call businesses
- Provide information on HP products
- Type up summaries of calls

**June 2014-August 2014
Athens, GA**

Boys and Girls Club

Teacher

- Planned Activities for Students
- Supervision of Students
- Received and Receipted Incoming Funds
- Handled Discipline of Students

**May 2013-July 2013
Jefferson, GA**

Bulldog Concrete
Bookkeepers Assistant

2012-2016
Hoschton, GA

- Data Entry
- Customer Service
- Filing
- Typing Contracts

Piedmont College
Dorm Attendant

2013-2016
Demorest, GA

- Ensure the safety of the residents
- Check in guests
- Secure the perimeter

Education

Piedmont College
English Major and Music Minor

2012-2016
Demorest, GA

- Made the Dean's List
- Editor for Trillium, our award winning Literary Magazine

Jackson County Comprehensive High School
College Prep Degree, Honors Graduate

2009-2012
Jefferson, GA

- Tri-M
- Editor for Pandora's Box, our Literary Magazine
- Writer for The Panther Pause, our school newspaper

Volunteer

- Sunday School Teacher at First Baptist Church, Commerce, GA
- Assistant Children's Choir Director at First Baptist Church, Commerce, GA