

Susie Que

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Objective

To exhibit efficiency, dependability, and quality as a project manager by utilizing the management, communication, and organizational skills acquired as a graduate of an AACSB accredited business program.

Profile

- Analytical thinker, effective communicator, and efficient time manager
- Ensure excellent quality in business tasks and customer service
- Display ethical business values and a serious business attitude
- Working knowledge of Microsoft applications and adaptive to industry based software
- Dedicated toward achieving company and professional goals by utilizing a strong work ethic

Education

Bachelor of Business Administration in Management

Graduation Date: May 2009

Francis Marion University, Florence, South Carolina (AACSB Accredited)

Current Overall GPA: **4.0/4.0**

Employment Experience

Francis Marion University **Student Worker/Assistant to the Network Engineer** *2005-Present*
Florence, SC

- Supervise a computer center of 30 workstations
- Assist in resolution of software/hardware related problems for students, faculty, and staff of a university
- Relegate work assignments among a staff of 8 employees through a Microsoft Access database
- Communicate with campus departments to meet technology needs and replacements in hardware
- Install hardware devices in network closets and assist network engineer in necessary repairs

4th Circuit Solicitor's Office *Intern/Camp Director* *2004-Present*
Chesterfield, Dillon, Darlington, and Marlboro Counties, SC

- Organize and direct a camp for 200 at risk youth and juveniles in the 4th Circuit of SC
- Develop schedules and activities for counselors to perform with campers and ensure camp runs as designed
- Assist in management of offices in each of the 4 counties
- Develop spreadsheet applications for address and communication directories
- Solicit local businesses to donate to camp fund and assist in the Drug Court Program
- Operate and manage a Worthless Check Unit in the absence of the director

Congressman John M. Spratt, Jr. *SC Washington Semester Fellow* *Sept. 2007-Dec. 2007*
Washington, D.C.

- Directed constituent concerns to appropriate staff
- Led tours of the United States Capitol Building
- Attended briefings/hearings and reported back to staff and Congressman via memo or oral presentation on proceedings in the briefings/hearings
- Assisted legislative staff and constituents in research of current political issues and legislation
- Compiled reports of constituent data for review by legislative staff and chief of staff

Activities and Honors

Francis Marion University Marshall
Francis Marion University Diplomat- Tour Chair
Beta Gamma Sigma
Society for Advancement of Management- VP
Honors Ambassador Abroad

Palmetto Fellows Scholarship
Jacques Weber Foundation Scholarship
FMU Academic Distinction Scholarship
Sonoco Scholarship
Phi Kappa Phi