

# ZANDRA BARKER

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## EXPERIENCE

**AUGUST 2022 – PRESENT**

**STUDENT ASSISTANT, LAMAR UNIVERSITY COLLEGE OF ARTS & SCIENCE DEAN'S OFFICE**

- Courteously answer many calls from professors, multiple department offices, and students per day, distributing messages in an accurate and timely manner.
- Communicate with many students, faculty, staff, and the Lamar Community daily, ensuring all interactions are professional and meet visitors' needs or requests.
- Organize department events involving 20-30 department chairs, from mailing out invitations to managing check-in process for all attendees on day of event.

**JULY 2019 – JANUARY 2023**

**BARISTA, STARBUCKS**

- Provided excellent customer service for 250+ customers per shift in a fast-paced environment, accommodating specialized requests accurately.
- Monitored customer preferences to assist management in formulating sales strategies.
- Implemented all health, safety, and sanitation guidelines according to EcoSure/QASA guidelines.

## EDUCATION

**AUGUST 2019 – May 2023**

**B.S IN POLITICAL SCIENCE WITH MINOR IN BUSINESS, LAMAR UNIVERSITY**

- Graduated Summa Cum Laude

## ACADEMIC AFFILIATIONS

- OMICRON DELTA KAPPA HONOR SOCIETY (MAY 2022)
- PI SIGMA ALPHA SOCIETY (APRIL 2022)
- AMERICAN MOOT COURT ASSOCIATION (SPRING 2021)

## SKILLS

- G SUITE
- MS OFFICE
- BLACKBOARD
- ADOBE

## ACHIEVEMENTS

- Dean's List (4 semesters) & President's List (1 semester)
- Carl D. Levy Memorial Scholarship in Arts and Sciences, 2020-2021 & 2021-2022
- Band Section Leader – Atascocita High School, Humble TX, 2019
- Singer – Auditioned privately for *The Voice* twice (by invitation), Dallas, TX & New Orleans, LA, 2016