

# Rashidi J. Dixon

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## EDUCATION

**University of Mississippi**, Oxford, MS Expected December 2020  
*Bachelor of Business Administration in Management*

- Academic Excellence Scholarship Recipient
- National Society of Leadership and Success

**Northeast Community College**, Booneville, MS April 2018  
*Nursing Assistant Certification*

**Itawamba Community College**, Fulton, MS May 2017  
*Associate of Arts*

## RELEVANT COURSEWORK

- Business Finance
- Human Resource Management
- Professional Selling and Relationship Marketing
- Negotiation and Dispute Resolution
- Business Venturing

## WORK EXPERIENCE

**Front End Supervisor** November 2015 – October 2018  
*Sam's Club*, Tupelo, MS

- Conducted interviews for new team hires and scheduled work hours and shifts
- Assisted in resolving emergencies, such as quality concerns or customer issues
- Helped the team understand performance targets and goals set by Sam's corporate initiatives
- Identified and resolved workplace problems, including tardiness or absenteeism

**Front Desk Agent** October 2018 – December 2018  
*Home2 Suites by Hilton*, Oxford MS

- Answered phones and responded to emails from current and prospective guests
- Managed the reservation system and assisted customers with bookings
- Provided recommendations and directions to local restaurants, parks, and other local attractions
- Performed other miscellaneous clerical duties as necessary

## VOLUNTEER EXPERIENCE

**Front Desk Volunteer** June 2016 – July 2016  
*North Mississippi Medical Center*, Tupelo, MS

- Performed administrative duties such as ordering supplies and managing inventory
- Assisted with patient needs and directed visitors to the appropriate resources
- Maintained office security by following safety procedures and managing access and entry points
- Managed the front desk schedule by updated calendars and scheduling meetings