



ATHENA J.
DALHAUS

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760 N. Chase St.,
Athens, GA 30601

PROFESSIONAL SUMMARY

Professional seeking to best utilize my wide array of previous training and experience.

SKILLS

- Positive attitude
- Dependable
- Productive
- Work well with others
- Punctual

EXPERIENCE

Cashier, Firehouse Subs, Aug 2021 - Current, Athens, GA
Sandwich prep, cashier, food prep, dishwashing

Personal Shopper/Delivery Driver, Self Employed, Oct 2017 - May 2019, Atlanta, GA
Independent contractor for various companies/apps such as Instacart, Shipt, Postmates, DoorDash and Grubhub

Order Picker, Caterpillar, Apr 2017 - Aug 2017, Athens, GA
Pulled parts for orders to be used on the assembly line

Scribe, Student Business Services Co-Op, May 2014 - Dec 2015, Athens, GA
Transcribed audio messages into email format

Paralegal/Office Manager, Lucas O. Harsh, P.C., Jun 2004 - Jan 2011, Lawrenceville, GA
Paralegal and office manager in small but busy criminal defense and family law practice

EDUCATION

Associate of Applied Science, Accounting May 2022

Athens Technical College - Athens, GA

Currently taking a break from school, two classes remaining until I graduate the program

Associate of Applied Science, Paralegal Studies

May 2005

Athens Technical College - Athens, GA

Graduated with Honors

GED, General

Dec 1998

Gwinnett Technical College - Lawrenceville, GA