



Angel Clayton

 angelv2001@gmail.com

EDUCATION

OLD DOMINION UNIVERSITY

GPA: 3.64

Norfolk, VA

*Cinema and Tv Production Candidate
(Expected graduation May 2024)*

Relevant Coursework

- Tv Communications

Awards & Honors

- Dean's List for 2020 Fall Semester
- Dean's List for 2021 Spring Semester
- Employee of the Month of July 2016

ADDITIONAL SKILLS

Experience in a production control room.

Experience practicing as an Anchor in a newsroom.

Excellent problem solving abilities

Ability to work under pressure

Detail and goal oriented

CERTIFICATIONS

NOCTI Certification for Television and Media Production

Workplace Readiness Certification for Television and Media Production

CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the organization.

EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE

Alorica Chesapeake, VA / Jun 2021 - Aug 2021

- Confer with customers by telephone or in person to provide information about products or services.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Refer unresolved customer grievances to designated departments for further investigation.
- Review insurance policy terms to determine whether a particular request can be initiated.
- Keep records of customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken.

CASHIER

Chick-Fil-a Chesapeake, VA / May 2019 - Mar 2020

- Greet customers into restaurant
- Clean and organize eating and service areas.
- Communicate with customers regarding orders, comments, and complaints.
- Multi task between taking orders and accepting payments from customers.
- Control traffic in drive thru
- Maintain flow of drive thru during rush hours

CASHIER

Mcdonalds Chesapeake, VA / Jun 2016 - Jun 2018

- Greet customers into restaurant
- Accept payment from customers, and make change as necessary.
- Request and record customer orders, and compute bills using cash registers
- Clean and organize eating and service areas.
- Notify kitchen personnel of shortages or special orders.
- Communicate with customers regarding orders, comments, and complaints.
- Select food items from serving areas and place them in takeout bags.
- Monitor food items and supplies and restock as necessary to maintain inventory.