



# Angel Clayton

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📍 301 Outlaw Street Chesapeake, 23320

## 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.