

Ashley Barasebwa
Abara007@odu.edu · 571-277-8983
Triangle, Va 22172

SUMMARY

A goal-oriented student looking for a Desk Receptionist position at Old Dominion University. Possesses a passion for learning new tasks and growing from them. Strong analytical and leadership skills with the ability to work in a team setting or individually while bringing forth creative ideas. A hard worker willing to put forth the effort it takes to complete any given task.

EDUCATION:

Old Dominion University, Norfolk Virginia

Graduation Date: May 2025

B.S in Computer Science

B.S in Cybersecurity

Dean's list : 2020-2025

GPA: 3.54

RELEVANT COURSES:

CYSE 407 Digital Forensics, Cybersecurity, Technology, and Society & Problem Solving and Programming

SKILLS

Proficient in Microsoft Office

Skilled In: C++, Javascript, VisualBasic, Python

RELEVANT EXPERIENCE

Old Dominion University; Norfolk, VA

Sept 2021 - May 2024

Desk Receptionist

- Managed phone calls and desk operations pertaining to resident needs and concerns
- Assisted new employees by teaching them how to process disposal of dead keys, and assisting them in daily procedures such as answering phone calls in a functional manner
- Provided a quick response to emergencies and outstanding service to residents while providing a safe environment

McDonald's; Dumfries, VA

Sept 2019 - Apr 2020

Sales Representative

- Expedited orders by maintaining a fast and steady pace to assure accuracy and efficiency when preparing customer orders
- Communicated in efficient and positive manner while working in a high pace environment resulting in strong team collaboration
- Assembled new customer orders while distributing payments and receipts while maintaining an organized and productive environment

Little Caesars; Dumfries, VA

Apr 2019 - July 2019

Sales Representative

- Tracked online orders through computer software, demonstrated ability to work with technological appliances in a fast paced environment
- Trained new employees by teaching them how to process orders, and assisting them in daily procedures including online orders and answering phone calls in a functional manner
- Provided personalized service, such as special requests and developing friendly relationships with customers and

learning their names while maintaining an inclusive environment

LEADERSHIP & VOLUNTEER ACTIVITIES

National Society of Black Engineers (NSBE), Norfolk ,VA,	Mar 2021- Present
• <i>Member</i>	
Member - Perry Honors College, Norfolk ,VA, March 2021- Present	
City Attorney - Girls State, Longwood University Farmville, VA 23909	June 2019
Youth Leader - St. Lawrence The Martyr Catholic Church, Alexandria, VA,	July 2015