

## Skills

Attention to Detail, Active Listening Skills, Improving Customer Experience, Building Customer Loyalty, Positive Attitude, Time Management, Interpersonal Skills, Complaint Resolution, Great Communication Skills, Patience, Problem Solving, Organizational Skills, Critical Thinking Skills, Decision Making

## Experience

September 2020 - December 2021

**Department of Liberal and Creative Arts, 1700 Dogwood Mile Street** - *Administrative Assistant*

- I worked as an Administrative Assistant for the Dean of Academic Advising and Retention.
- This job taught me welcoming and positive customer service skills, strong oral and written communication skills, creativity to work independently, and last but not least confidentially.
- I resigned from this job because I will no longer be attending that university.

July 2021 - Present

**Chick-Fil-A, Washington, DC** - *Team Member*

**I currently work as a cashier on the front counter.**

- This job taught me attention to detail, organizational skills, critical thinking skills, and decision making.
- I still currently work this job when I am home for my school breaks.

## Education

August 2020 - December 2021

**St. Andrews University, North Carolina** - *Bachelors in Business Administration*

I was a business major but then found another school that was a better fit for me and my academic needs. I attended said school on a competitive dance scholarship while working as a work study while working an off campus job as well.

January 2022 - Present

**Old Dominion University, Norfolk, VA** - *Bachelors in Dance Minor in Entrepreneurship*

I now attend ODU with high hopes and excitement to see the different things they can offer me academically and athletically.

## Awards & Acknowledgements

- Certified in CERT (Community Emergency Response Team).
- Track and Field (Shot put, Discus, 100m, 200m, 1x1m, 2x1m, 100m hurdles, 200m hurdles)
- Dance Team (pommies)

- St. Andrews Dance Team
- YCC (Youth Career Connect)
- Secretary of the National Honor Society
- Black Student Union (BSU)
- Knight Ambassador