

AUBREY L. DITTO

OBJECTIVE

Further my education and career with a Master in Science in Speech-Language Pathology. Gain licensure in Speech-Language Pathology in the state of Virginia. Start a career at a renowned and successful speech therapy practice in a school, home, or hospital. An enthusiastic student eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow, and excel in Montessori Education and Speech-Language Pathology field.

SKILLS & ABILITIES

- Behavior Modification
- Meal Preparation
- Upholding Discipline Rules
- Planning Physical Activities
- Playing Puzzles and Games
- Monitoring Screen Time
- Academic Support
- Complaint resolution
- Report preparation
- Inbound and Outbound Calling
- Good listening skills
- POS systems expert
- Creative problem solving
- Recordkeeping strengths
- Administrative support
- SOAP notes experience
- Integrated care understanding
- Responsible
- Microsoft Office
- Self-motivated professional
- Adaptability
- Computer proficiency
- Organization and Time management
- Client performance monitoring
- Treatment plan implementation

EXPERIENCE

CREW MEMBER, JERSEY MIKES SUB'S

06/01/2015 - 04/01/2017

- Worked front counter, drive-thru and other areas as needed.
- Worked flexible hours, night, weekend, and holiday shifts.
- Provided excellent customer service by greeting customers and ensuring orders were fulfilled to meet expectations.

- Adhered to company safety standards, including OSHA and VA Health Code procedures.
- Maintained fast speed of service, especially during rush times.
- Became familiar with products to answer questions and make suggestions.
- Kept food preparation area, equipment, and utensils clean and sanitary.
- Collaborated with team members to complete orders.
- Prepared cooking supplies, ingredients and workstations during opening and closing procedures to maximize efficiency.

HOSTESS AND BUSER, LUBO WINE BAR & CAFE

04/01/2017 – 09/01/2017

- Managed in-person and telephone guest inquiries, customer service requests, and reservation bookings over the phone.
- Documented reservations, alerted servers and managers of large groups, and prepared seating.
- Governed dining area with natural leadership talents and organizational strategies focused on balancing guest and business needs.
- Cultivated positive guest relations by managing information and orchestrating speedy seating.
- Answered customer questions about hours, seating and nutritional information.

HUMAN RESOURCE ASSISTANT, HUNTINGTON INGALLS INDUSTRY

05/22/2018 – 05/21/2019

- Managed and oversaw all responsibilities in the filing room of the Human Resources department.
- Assisted with meetings and presentations within the company.
- Prepared monthly termination lists to be added to permanent records.
- Assisted with on-boarding process of new hires daily.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Tracked various statistics and kept detailed records to support human resources department.
- Organized new employee orientation schedules for all new hires.
- Answered and directed a dozen outbound and inbound phone calls per day.
- Managed employee exit interviews and paperwork.
- Created and completed personnel action forms for all hires, terminations, title changes and terminations.
- Maintained and scheduled complex calendars.
- My contract ended and I was not brought on full-time for school-related reasons.

OCCASIONAL BABYSITTER, LOCAL FAMILIES

03/2017– CURRENT

- Balanced playtime and limited screen time to optimize types of stimulation and support development of fine motor, gross motor and cognitive skills.
- Cared for children and completed associated tasks such as snack preparation and picking up toys.

- Monitored schedules to maintain sleeping, eating and school schedules for children.
- Bathed, dressed, and helped with teeth brushing as part of bedtime preparation.
- Prepared tasty, healthy meals for children to encourage good eating habits.
- Offered age-appropriate, fun and educational activities for children ages 3 to 5.

EDUCATION

WESTERN BRANCH HIGHSCHOOL, CHESAPEAKE VA, ADVANCED DIPLOMA

- Graduated with 3.3 GPA
- Member of Key Club, Beta Club, and Art club
- Received the Advanced Diploma

OLD DOMINION UNIVERSITY, NORFOLK VA

- Currently attain a 3.67 GPA
- Dean's List for 7 consecutive semesters
- Majored in Speech-Language Pathology
- Minored in Psychology
- Graduated cum laude
- Member of the National Student Speech Language and Hearing Association and Operation Smile since 2017

COMMUNICATION

Excellent interpersonal communication skills. Striving to learn more about this during my higher education. Recently completed communications classes at Old Dominion to improve my skills. Manage conflicts well and find a quick resolution. Fully enjoy interacting and creating relationships with others.

WEBSITE

<https://sites.wp.odu.edu/aubreydittocsd456/>

ORGANIZATIONS

NATIONAL STUDENT SPEECH-LANGUAGE AND HEARING ASSOCIATION

Member, since 2018

OPERATION SMILE

Member, since 2019

CERTIFICATIONS

- Dyslexia Awareness Module, Virginia Department of Education - November 2019
- Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators, Virginia Department of Social Services – November 2019