

# Charity Harrell

Lots of customer service experience in different fields and looking forward to gaining more work experience.

## EXPERIENCE

### Calvary Kids' Theatre, [REDACTED] — Stagehand/Crew Leader/Director's Assistant

July 2016 - PRESENT

Every summer since 2016 I've done volunteer work at Calvary Baptist Church, during the theatre camp, in [REDACTED]. Some of my responsibilities include:

- Coordinated activities for participants through collaboration with other staff
- Responsible for prop changes during performances
- Assisted with lighting and cues
- Other duties as assigned

### Calvary Baptist Church VBS, [REDACTED] — Crew Leader

June 2018 - PRESENT

Every summer since 2018 I've volunteered at Calvary Baptist Church and assisted with the Vacation Bible School program. Some of my responsibilities include:

- Responsible for learning activities for children aged 3-11
- Monitor and report participants' progress for the duration of the event
- Responsible for informing parents of child's success/areas of concern
- Other duties as assigned

### Food Lion, [REDACTED] — Cashier

October 2021 - June 2022

While working at Food Lion, I gained lots of knowledge on how to properly deal with customers in difficult situations. Also, I learned how important it is to have healthy work relationships with coworkers. This is essential for having ease while working. Some of my responsibilities included:

- Enthusiastically greeting customers with a smile
- Properly operating the POS System
- Assisting other cashiers and new hires with any confusing tasks

## SKILLS

POS System Operation  
Teamwork and Collaboration  
Clear Communication

Basic Math

Handling Money Multitasking

Clearly explaining current sales and promotions to customers

## LANGUAGES

English

- Handing cash to ensure the proper change is given back to the
- Communicate any discrepancies to a manager if I am unable to resolve the customer's inconvenience
- Training new cashiers at the request of the managers
- Other duties as assigned

## EDUCATION

### Charles [REDACTED] High School, [REDACTED]

August 2019 - June 2022

### Old Dominion University, Norfolk, Va — B.S. Degree

August 2022 - Present

I am currently attending Old Dominion University seeking a B.S. in Elementary Education. I am currently seeking more work experience and customer service experience because it will be essential to my being a successful teacher. These skills in problem-solving will help me when working with children and their parents.