

# Ceira Stewart

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## EXPERIENCE

**Alumni Office** Norfolk, VA 23529- *Assistant*  
October 2019-March 2020

I worked in the Alumni Office assisting the directors with different tasks such as getting materials together for events, running errands and packing boxes to be sent off to different organizations and schools.

**Center of Learning & Teaching** Norfolk, VA 23529-  
*Student Assistant*  
January 2020-March 2020

I was student assistant who worked with the online course makers for online distance learning. I would edit and check the course things making sure things were correct.

**Student Recreation Center** Norfolk, VA 23508- *Marketing Assistant*  
August 2021-May 2022

I am currently a Marketing Assistant at the SRC. Some of my duties consist of preparing marketing materials, conduct interviews, attend events, etc.

## EDUCATION

West Potomac High School, 6500 Quander Rd,  
Alexandria, VA 22307, Graduated - June 2018

Old Dominion University, Norfolk, VA 23508,  
Aug.2018-May.2022

## SKILLS

- Customer Service
- Typing, filing, and computer skills
- Proficient in Word
- Sending out emails

## AWARDS

I obtained A&B Honor Roll in my 2nd quarter of Junior year(2016-2017)

GYDA Leader/Mentor(2016-2017)

Awarded being a participant of GYDA for 3 years.

## LANGUAGES

English

## CERTIFICATIONS

Certified Nursing Assistant

CPR certified

I am currently a Senior at Old Dominion University Norfolk, VA. Elementary Education major with a plan to become a Pediatric/Neonatal Nurse.

**Referrals Upon Request**