

Destinee Harrell

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ABOUT ME

As a Senior attending Old Dominion University, I am eager to begin my journey within the workforce. I am a curious and open-minded student ready to learn in this future position.

I am passionate about people and I dedicate my life to serving those in my community. I will exhibit integrity, professionalism, & optimism in my position while providing important skills such as critical thinking, problem-solving, collaboration, and reliable hard work.

EMPLOYMENT HISTORY

Jun 2018 — Oct 2021

Cashier/ Customer Service , Sweet Frog

Norfolk, Virginia

My duties consisted of establishing relationships with new and existing customers to help advance the store's loyalty program and to provide excellent customer service. I received a promotion to handle and count the cash deposits to deposit into the safe.

Other various duties included Stocking & Inventory, Food Preparation & Presentation, and Maintaining the overall cleanliness of the establishment.

Oct 2021 — Jan 2023

College Department Specialist/ Customer Service Representative , Barnes & Noble TCC (Tidewater Community College)

Norfolk, Virginia

My duties primarily consisted of customer relations. My position in the Textbook College Department included acquiring textbooks for students' courses, answering School & Financial Aid related questions, and packing & shipping college textbooks and supplies.

My position as a Customer Service Representative consisted of telephone and in-person etiquette while assisting customers to the best of my ability with the resources available and/or connecting them to the correct department needed.

Mar 2023 — May 2023

Administrative Assistant, Peace By Piece Psychotherapy Ltd

Norfolk, Virginia

My duties included alleviating executive overload by handling guest interactions for the company including walk-ins, email, phone, and fax interactions.

My position consisted of but not limited to; tasks such as filing paperwork, handling confidential documents, answering phone calls, preparing materials for meetings & training, managing the calendar, organization, and other various duties as needed.

May 2023 — Present

Paraprofessional, Children's Learning and Research Center

Norfolk, Virginia

My responsibilities consist of overseeing and supervising children's daily agendas, administering assistance to staff, maintaining the facility and a safe environment, and developing stimulating academic activities.

My duties also include communication with parents and guardians and updating day-to-day paperwork,

Jan 2024 — Apr 2024

Human Resource Outsourcing Intern, ADP

Norfolk

My responsibilities consist of contributing project-based deliverables aligned with my field of study. Alongside working closely with Human Resources Business Partners while learning & practicing the intricacies of the HR career field.

EDUCATION

Sep 2016 — Jun 2020

Granby High School

Norfolk, Virginia

International Baccalaureate & Honors Graduate.

Aug 2020 — Present

Old Dominion University

Norfolk, Virginia

Currently Pursuing a Bachelor's Degree in Sociology with a Minor in Human Services, Class of 2024.