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| **Education** | |  |  | | --- | --- | |  | Bachelor of Science | Marine Biology  *Expected Completion: 05/2025*  **Old Dominion University, Norfolk, VA**   * Member of Science's Living Learning Community * Received Academic Merit Scholarship * Dean's List Fall 2021 and Spring 2022 |  |  |  | | --- | --- | |  | High School Diploma  *06/2021*  **John Paul The Great High School, Dumfries**   * Member of the Student Leadership Association Sophomore-Junior Year (2019-2021) * Dean's List Junior and Senior Year (2020-2021) * Member of Model United Nations Club * Elected Captain of Varsity Football Team | |

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| **Objecctive/ Professional Summary** | |  |  | | --- | --- | |  | To seek a full-time (or part-time) internship in the area of my major that offers professional challenges utilizing my excellent interpersonal, time management, and problem-solving skills gained through my past job experiences, especially while working towards the rank of Eagle Scout with Palms in the Boy Scouts of America. | |

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| **Skills** | |  |  |  |  | | --- | --- | --- | --- | |  | |  |  | | --- | --- | | * Customer Relations * Documentation and Recordkeeping * Cash Handling * Payment Processing * Customer Service, Stocking and Replenishing * Serving and Bussing * Handling Customer Complaints | * Critical Thinking * Calculating Bills * Time Management and Prioritization * Friendly, Positive Attitude * Collaboration and Teamwork * Group Supervision * Team Leadership * Time Management | | |

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| **Work History** | |  |  | | --- | --- | |  | Server *05/2022 to Current*  **P. F. Changs | Fairfax, Virginia**   * Arranged and prepared tables for customers to offer memorable experiences to guests and foster repeat business. * Upsold high-profit items (ex. appetizers, mixed drinks) to enhance sales. * Provided overview of menu and recommendations for food allergy concerns. * Increased sales significantly by upselling higher-end products to customers. * Bussed and reset tables to keep dining room and work areas clean. * Worked with POS system to place orders and manage bills * Checked identification for minimum age for sale of alcoholic beverages. * Maintained thorough menu knowledge to sufficiently answer questions regarding menu item sourcing, ingredients, and cooking methods. * Quickly and clearly communicated dining orders to kitchen staff, directing attention to special requests or dietary restrictions. * Solicited customers for feedback and meal conflict resolution. |  |  |  | | --- | --- | |  | Service Champion *12/2019 to 07/2021*  **Taco Bell | Gainesville, VA**   * Kept accurate register and dropped excess cash into safe at regular intervals. * Input food and drink orders into system, documented special requests and processed payments. * Greeted customers, answered questions, and took orders. * Maintained counter areas in neat and clean fashion. * Established and maintained positive work environment to support team morale. * Communicated with leadership on employee performance and development. * Prepared recipe ingredients by washing, peeling, cutting, and measuring. * Operated as full-service food provider in Taco Bell establishment by taking orders, preparing meals, and collecting payments. * Accurately operated cash register to process customer payments. * Delivered exceptional service as illustrated through multiple positive Yelp reviews. * Loaded food, dishes and utensils on carts and trays to transport from designated food preparation areas to designated tables. |  |  |  | | --- | --- | |  | Lifeguard *01/2019 to 11/2020*  **Patriot Scuba | Occoquan, VA**   * Monitored safety of guests in and around swimming pool. * Learned and maintained proficiency in first responder skills such as First Aid and CPR to offer individuals in distress optimal support. * Observed weather and water conditions and alerted visitors to potential dangers, storms, and rip currents. * Maintained rescue equipment, conducting inspections and making repairs. * Maximized customer satisfaction by greeting pool patrons with courtesy and resolving issues promptly. * Completed basic maintenance and repairs to keep pools functioning properly. | |

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| **Eagle Scout RANKING** | |  |  | | --- | --- | | * Shape, circle    Description automatically generated | EAGLE SCOUT AWARD *01/2019 to 11/2020*  **Troop #1887 | Fairfax, VA**   * Eagle Scout is the highest achievement or rank attainable in the Scouts BSA program of the Boy Scouts of America. Achieving this rank came with significant responsibility. * Created and led unique community service project, with many hours dedicated to project’s success. * Held multiple leadership positions spanning six-month span such as scribe, quartermaster, and patrol leader. * Obtained multiple, centralized merit badge certifications awarded for working in groups (and alone) to accomplish key troop goals. | |