

James W. Longworth



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EDUCATION

**BACHELORS
COMMUNICATIONS**
Old Dominion University
College, Norfolk, VA
2018-Present

**ASSOCIATE
COMPUTER ARTS**
Thomas Nelson Community
College, Hampton, VA
Phi Theta Kappa
2003-2004

**ASSOCIATE
FINE ARTS**
Thomas Nelson Community
College, Hampton, VA
Phi Theta Kappa
2001-2003

SKILLS

Multimedia Software:

- Adobe Photoshop
- Adobe Illustrator

Other Software & Hardware Proficiency:

- Microsoft Word • Internet Explorer • Microsoft Excel
- Scanning/Printing
- Digital Pictures (Color Correction & Restoration)

PROFESSIONAL PROFILE

A reliable, enthusiastic, and skilled worker seeking a position that reflects my experience including meeting goals, creativity, and the ability to provide good customer and custodial service.

WORK EXPERIENCE

Custodian (Full-Time)

Gloucester County Public Schools (Petsworth Elementary) | Gloucester, VA | 07/01/2019 – Present

Working one central location and completing a cleaning schedule for areas assigned while providing students with a safe, clean and habitable environment.

Education Specialist I (Testing Center Technician)

Rappahannock Community College | Saluda, VA | 05/06/2019 – Present

Provides customer service to students, staff, faculty, and external customers for proctoring college related testing services. Assuring the appropriate and specific testing instructions are administered.

Substitute Custodian (Part-Time)

Gloucester County Public Schools | Gloucester, VA | 09/2018 – 06/30/2019

Substituting at various locations and complete a cleaning schedule for areas assigned while providing students with a safe, clean and habitable environment.

Library Clerk (Currently Part-Time PTO)

Gloucester County Public Library | Gloucester, VA | 02/2007 – 06/30/2019

Performing tasks at the circulation desk; checking library materials in and out; registering patrons for library card; preparing books to be shelved; maintains records and tabulations. Collecting fines for overdue and lost materials, and other miscellaneous fees. Assisting patrons in the use of copiers, computers, printers, and other public equipment. Providing reference assistance to patrons. Assisting patrons with library equipment such as online search engines and library databases. Preparing carts for shelving and regularly shelving books. Operating the county vehicle to retrieve and distribute inter-office mail, deposit monies, and transport library materials and supplies between County libraries. Performing a wide-range of other duties as assigned.

Owner / On-line Operator

Comic STOP, L.L.C. (Retail Store) | Hayes, VA | 09/01/2012 – 09/01/2015

Maintained Retail Store and Assisted Customers in the Retail Store. Purchased comic books and comic related items from distributors. Sent personalized shipments to customers or had items available (local pick-up site or at Retail Store) after purchasing. Maintained the online websites and Digital Comic Book purchasing link through Comixology /Amazon.