

MADELYN IPPOLITO

CAREER OBJECTIVE

An internship position within a professional environment as I begin my career in communications. Looking forward to using, applying, and developing further skills in my role within the organization.



WORK EXPERIENCE

2021 - Current

Sele, Inc.
(Zero's Subs)
Norfolk, VA

Assistant Manager

Assisting Manager with Employee & Store Management; Preparing Customer Orders; Handling Cash & Card Transactions; Unloading & Organizing Stock; Cleaning & Closing Store

2020 - 2021

Food Lion, LLC
Richmond, VA

Customer Service Cashier

Processed Customer Purchases; Handled Cash & Card Transactions; Bagged Items; Stocked Front Display Items; Assisted Customers

2020

GrubHub
Richmond, VA

Delivery Driver

Quickly & Effectively Delivered Customer Orders; Maintained Safety of Customers' Food/Beverages...after having to return home from school during COVID closure while taking courses online

Summer 2018 & 2019

Bon Air Community
Association
Richmond, VA

Assistant Manager

Maintained Stock & a Clean Workspace; Handled Payments; Prepared Food to Order, Prepared Daily Financial Statements

CERTIFICATIONS & AWARDS

2022

Hootsuite Platform Certification

Hootsuite, Norfolk, VA

2019

Most Valuable Rapid Award

James River High School, Richmond, VA

2018

Financial Literacy Certification

Wise, Chesterfield County, VA

REFERENCES

Retired Teacher - Erika Morris - erikuba3@gmail.com - (703)-864-4018

Owner, Zero's Subs, Monarch Way, Norfolk, VA - Karla Seminario - (757)-489-2095

ADDITIONAL SKILLS

- Customer Connections
- Media Literacy
- Research and Analytical
- Written & Verbal Communication
- Creative Problem Solving
- Organizational
- 4 Spanish Courses taken at ODU

EDUCATION

2019-2023

Old Dominion University

**Bachelor's of Arts in
Communications & Media Studies**

2015-2019

James River High School

Advanced Studies Diploma