



TAVON BLOWE

tavonblowe@yahoo.com | 5403367100 | Norfolk, VA 23508

Summary

Dependable professional bringing many years of experience in settings delivering exceptional administrative and operational support. Knowledgeable about program operations, procedures, and regulatory requirements. Coordinate daily actions to optimize program activities.

Skills

- Program planning
- Documentation management
- Multitasking and organization
- Inventory management
- Facility management
- Customer service
- Safety management

Experience

Parks and Recreations | Winchester, VA
Program Assistant (lead)
01/2022 - Current

- Organized recreation-related activities before and after school.
- Oversaw the safety of all participants.
- Ensured that all equipment was properly maintained and stored safely.

Parks and Recreations | Winchester, VA
Facility Attendant
01/2022 - Current

- Managed opening and closing of schools for various activities.
- Assisted with setups for different sports, including basketball, volleyball, and baseball.
- Assisted with event setups at museums and libraries to enhance community engagement.
- Dealt with any on-site problems regarding staff or participants.
- Ensured proper use of all equipment.

Habor Freight Tools | Winchester, VA
Logistics Associate (lead)
01/2021 - 01/2022

- Kept track of daily inventory.
- Restocked hardware items.
- Set up planograms for new displays.
- Operated a forklift to unload inventory from trucks as needed.
- Assisted with register duties.

Averett University | Danville, VA
Student Assistant
02/2019 - 12/2020

- Selected soundtracks for game days.
- Assisted with on-field recording duties to capture live events.
- Oversaw accurate documentation of statistics and scores during games.

Education

Old Dominion University | Norfolk, VA
Bachelor of Science in Cybersecurity
Expected in 12/2027

Laurel Ridge Community College | Middletown, VA
Associate of Science in General Studies
08/2025

Millbrook High School | Winchester, VA
High School Diploma
05/2018

Accomplishments

- Presidents List
- Deans List
- 3.8 GPA
- 2018 Wrestling State Champion