

Taylor Davis

SKILLS

Proficient in Microsoft Office applications (Word, Excel, PowerPoint, etc.), proficient in social media, oral communication skills, organizational skills, critical-thinking skills, problem-solving, and dependable.

EXPERIENCE

Old Dominion University Housing & Residence Life, Norfolk, VA – *Desk Receptionist*

AUGUST 2021 – PRESENT

- Create a welcoming environment for anyone who enters the residence building.
- Interact with residents on a daily basis and answer questions.

Amazon, Washington, D.C. – *Seasonal Whole Foods Market Amazon Shopper*

MAY 2021 – PRESENT

- Shop for Prime customers and prepare the orders for delivery or pickup.
- Interact with customers daily when they come to pick up their order.

WealthyLife Foundation, Washington, D.C. – *Information Technology Intern*

JUNE 2020 – AUGUST 2020

- Performed market research for purposes of updating the database of eligible investors throughout the U.S. and other countries
- Helped create a marketing plan

Bass Circle Summer Camp, Washington, D.C. – *Camp Counselor*

JUNE 2019 – AUGUST 2019

- Planned and executed programs and activities for children ages three to eleven
- Communicated effectively with campers, other counselors, and supervisors
- Created a positive camp environment
- Oversight of campers as they completed hands on activities and projects

Woodland Tiger Summer Camp, Washington, D.C. – *Camp Counselor*

JUNE 2018 – AUGUST 2018

- Planned and executed programs and activities for children ages six to twelve
- Communicated effectively with campers, other counselors, and supervisors

- Created a positive camp environment

EDUCATION

Old Dominion University, Norfolk, VA

AUGUST 2020 – Present

Nursing major

Bishop McNamara High School, Forestville, MD – High School Diploma

AUGUST 2016 – May 2020

Completed over 200 community service hours, made the Honor Roll, maintained a GPA of 3.5 or above, and participated in a junior varsity sports program.

AWARDS

Summa Cum Laude, National Honor Society, National English Honor Society, Mu Alpha Theta, and Science National Honor Society.

CERTIFICATIONS

Basic Life Support (BLS) Certified, *American Red Cross*, Issued 5/14/21, Expires 5/14/23

Maryland Certified Nursing Assistant and Geriatric Nursing Assistant