

Danielle Williams

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EDUCATION

Old Dominion University, Norfolk, VA

Bachelor of Science

Major: Cyber security

Anticipated Graduation: May 2028

Stafford High School, Fredericksburg, VA

Diploma

May 2024

Relevant Courses:

- Cybersecurity-Technol-Society

Work Experience

ODU Housing and Residence Life

January 2025 - Present

Desk Receptionist

- Used active listening, problem solving, adaptability, and patience when dealing with residents and outside parties, such as parents, other housing staff, delivery personnel
- Regularly had to use the phone and provide customer service qualities and resolve problems.
- Completed administrative task every shift and very thoroughly to make sure information stayed accurate and up to date

Walmart Supercenter; Fredericksburg VA;

June 2025 - August 2025

Online Pickup and Delivery

- Used active listening, problem solving, adaptability, and patience when dealing with customer service.
- Regularly had to use the phone and provide customer service qualities and resolve problems.
- Used attention to detail to make sure everything was coming out how it was expected and was very thorough in my work.

Waffle House; Fredericksburg VA;

June 2023 - August 2024

Server

- Used active listening, problem solving, adaptability, and patience when dealing with customer service.
- Regularly had to use the phone and provide customer service qualities and resolve problems.
- Used attention to detail to make sure everything was coming out how it was expected and was very thorough in my work.
- Handled monetary transactions with little to no errors and often had to operate at the cash register.
- Very welcoming and friendly while making coordinated decisions on where to place guests while hosting.

Baba Ganoush Mediterranean Grill; Fredericksburg VA; May 2022 - August 2022
Cook, Cashier, Server, Host

- Used active listening, problem solving, adaptability, and patience when dealing with customer service.
- Regularly had to use the phone and provide customer service qualities and resolve problems.
- Used attention to detail to make sure everything was coming out how it was expected and was very thorough in my work.
- Handled monetary transactions with little to no errors and often had to operate at the cash register.
- Very welcoming and friendly while making coordinated decisions on where to place guests while hosting.

Leadership

Chosen Generation August 2025 - Present

- Secretary
 - Communicated with different organizations on and off campus
 - Used and kept up with an operational calendar
 - Created different forms for different events that went on during the semester

Ebony Impact August 2024 - Present

The Summit September 2024 - August 2025

ODU BCM October 2024 - Present

NJROTC Indian Company August 2020 - May 2024

- Supply Officer
 - Managed and counted efficiently large quantities of materials
- Operational officer
 - Very detail oriented operational calendar
 - Planned and executed unit events

French Club August 2021 - May 2024

Tribe Chiefs August 2023 - May 2024

FBLA August 2022 - May 2023

Varsity Track August 2022 - May 2023

Skills

- Manage and organize materials exceeding well
- Ability to count and store large amounts in an efficient way
- Detailed oriented
- Proficient in time management
- Adaptable to changes
- Accounting work
- Team player but also self sufficient

Honors and Awards

- **NCBW National Coalition of 100 Black Women Scholarship**