

VUU Student

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OBJECTIVE

Seeking an internship with the YMCA of Greater Richmond as a counselor where I can utilize my mentoring and supervisory skills to enhance the Teens Next-Up Program.

EDUCATION

Virginia Union University

Bachelor of Science in Elementary Education

Richmond, VA

May 2018

Honors: Dean's List, 2014 - 2015

Academic Achievement Award, 2015 - Present

WORK EXPERIENCE

Children of America

Teacher Assistant

Chapel Hill, NC

June 2016 – August 2016

- Provided a clean and safe working environment
- Mentored individuals in the age range of 6-12 on behavioral and social issues that were affecting their educational situation
- Maintained accurate record of student incident reports as required by laws and administrative regulations
- Provided additional assistance to students with special needs by coordinating one-to-one collaboration
- Supervised students during field trips to ensure safe and healthy well-being

Creekside Elementary School

Group Leader

Durham, NC

June 2013 – August 2013

- Participated in a week long training focused on appropriately meeting the students' needs through communication and safety
- Managed children's behavior during independent and group activities while acting as a role model
- Maintained daily attendance record for 20 students upon arrival and departure to camp
- Coached students who were not engaged during group activities due to behavioral issues

The Oaks at Meadowmont

Hostess

Chapel Hill, NC

August 2012 - Present

- Greet internal and external customers upon arrival and assist with coat check
 - Assist members of The Oaks to available seating within the diner based on availability chart
 - Answer and transfer calls to the appropriate party based on catering and/or reservation needs
 - Handle all catering orders placed over the phone as well as "walk-ins"
 - Prepare to-go orders for clients by packaging all food containers and utensils
 - Set tables for reservations with clean linens, condiments, and other supplies
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INTERNSHIP EXPERIENCE

ABC Elementary School

School Program Assistant

Carrboro, NC After-

September 2012 – May 2014

- Tutored students in all subjects during study sessions
 - Provided healthy afternoon snacks before recess
 - Plan, organize, facilitate, and monitor the activities of students enrolled in after-school program
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ACTIVITIES

- Member, Kappa Delta Phi, 2016
- Member, Virginia Union University Bowling Team, 2015- Present