



Faith Harris

M. faith.harris@live.longwood.edu

C. 540-634-0543

Mineral, VA 23117

Summary

Goal-oriented and polished in identifying and implementing process improvements, including administrative workflow coordination and procedure documentation. Offering key strengths in time management and communications across all levels of personnel, management and clientele. Polite and attentive offering excellent customer service, organization and time management skills. Successful at managing reception areas and fielding numerous daily inquiries with strong research and problem-solving abilities. Friendly, upbeat and enthusiastic about assisting applicants.

Skills

- Scheduling and calendar management
- Professional and mature
- Customer service
- Team collaboration
- Planning and coordination
- Relationship development
- Team management
- Problem resolution
- Communications
- Organization

Education and Training

Longwood University
Farmville, VA,
Psychology And Criminal Justice ,

Experience

Longwood University

Admissions Student Worker | Farmville, VA 06/2020 to Current

- Led tours for prospective students and family members to show facilities and answer questions.
- Maintained professional, welcoming and orderly reception area to greet guests.
- Fielded numerous inquiries per day from prospective applicants to answer questions, coordinate tours and set appointments.

DEC/ITC

Student Worker | Farmville, VA 08/2019 to 08/2020

- Assisted with clerical needs including answering telephone calls, performing database management and drafting correspondence.
- Maintained functioning office equipment by troubleshooting issues and completing basic repairs.
- Performed administrative support tasks for professors/staff /faculty and academic departments.

McDonald's

Crew Trainer | Mineral, VA 06/2017 to 01/2020

- Instructed new team members on correct procedures for all areas of operations.
- Collaborated with trainees to bolster understanding of project management, safety and inventory waste to meet pre-established business thresholds for operation.
- Trained workers in food preparation, money handling and cleaning roles to facilitate restaurant operations.

Kings Dominion

Security Guard | Doswell, VA 05/2018 to 08/2019

- Monitored multiple CCTV feeds to keep close eye on important areas of buildings and grounds.
- Warned persons of rule infractions or violations and evicted violators from premises.

Expected in 05/2022

- Collaborated with local law enforcement agencies to support criminal investigations.
- Monitored and authorized entrance and departure of employees, visitors and other persons.

Accomplishments

- Deans List (01/2019-05/2019)
- Deans List (08/2019-12/2019)
- Deans List (01/2020-05/2020)
- Emerging Leader Award (04/2020)
- CHI Commendation (04/2019)

Organizations

- Honor and Conduct Board (08/2019-Present)
- Club Field Hockey (08/2018- Present)
- Peer Mentor (05/2019- Present)
- Longwood Cormier Honors College (08/2018-Present)
- Student Educators for Active Leadership (S.E.A.L) (03/2020-Present)
- Alpha Phi Omega (APO) (08/2020-Present)
- Lambda Alpha Epsilon (LAE) (08/2020-Present)