

Amy Helms

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<https://www.linkedin.com/in/amylhelms/>

- **Education**

- Longwood University
 - *Bachelor of Science in Biology and Minor in Political Science* (December 2022)
- Southside Community College
 - *Certificate in Phlebotomy* (December 2022)

- **Relevant Certifications**

- Phlebotomy Certification December ,2022
- CPR for Adults and Infants, July 2022
- AED for Adults and Infants, July 2022
- First Aid for Adults and Infants, July 2022

- **Job Experience:**

- Longwood Desk Aid (2019-Present)
 - I monitor the condition of residence hall. I troubleshoot the issues that residence have. I honed my customer service skills.
- Taekwondo Office Assistant (2019-2020)
 - Handled Payments for the tuition for Taekwondo. Emailed Taekwondo Parents and participates about payments due and other important issues.
- Taekwondo Camp Counselor (2017-2019)
 - Taking care of and watching multiple children. Answering phones, questions, and running the snack bar. Helped organize belts and certificates for the ceremonies.
- SH3 Computer Systems (2016-Present)
 - I handled equipment and did basic setup with software. I did basic hardware setup. I was the chauffeur when I received my license.

- **Shadowing Experience**

- Clinicals lab at Mary Washington (June 2022)
 - Supervisor: Judy White
 - I shadowed through the different Clinical Laboratory sections and learned about what the different parts of the lab does. In blood bank I got to watch blood typing test be done.

- **Extra-Curricular**

- Taekwondo (2012-2018)
 - 2nd degree black belt
 - Demo Team (2014-2018)
 - Leadership Team (2014-2016)
 - Lead many all-belt classes and was left in charge of many groups with varying ages, children to adults.

- **Skills**

- Proficient in Microsoft Word and Excel
- Customer Service
- Electrophoresis