


# JAIDEN IVEY

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## EDUCATION

### **English Major; Psychology Minor | Longwood University**

AUGUST 2017 – MAY 2021

Maintain 15-18 credits per semester.

Vice President of Lancer Productions, Longwood University's student programming board.

Desk Supervisor of the Longwood Landings apartment complexes (2 years).

Member of RCL (Residential & Commuter Life) for 3 years.

### **General Education Degree | Great Bridge High School**

2012 – 2017

Maintained honor roll and principal's list throughout all 4 years of high school.

Ended with a cumulative GPA of 3.6 at the graduation of high school.



## EXPERIENCE

### **Desk Supervisor | RCL Longwood University**

MAY 2019 – MAY 2021

Management and training of desk personnel.

Organization of spreadsheets for payroll, confidential information, and key auditing.

### **Desk Aide | RCL Longwood University**

AUGUST 2018 – MAY 2019

Provide customer service to residents of dormitory halls.

Maintaining confidential information of residents.

### **Shift Leader | The Skinny Dip Frozen Yogurt Shop**

NOVEMBER 2016– AUGUST 2017

Management of store and staff members.

Handling of store money.

Maintenance of frozen yogurt machines.



## SKILLS

- 2-years management experience.
- Exemplary customer service skills.

- Excellent communication skills.
- Excellent organizational skills.



## **ACTIVITIES**

Certification in CPR.

Certified Black Belt in Tae Kwon Do.