Linae Morton

9814 Dacono Drive

Richmond, Virginia 23228

(804) 624-7686

linae.morton@live.longwood.edu

# Education

## Longwood University, Farmville, VA

## **Bachelor of Science in Liberal Studies and Psychology Minor**

# Work Experience

Longwood Dining Services, Farmville, VA

**Student Supervisor of Work Study Program**, Aug 2014 – present

* Communicate customer concerns and needs to management staff
* Develop quality improvement tasks in coordination with food and beverage standards
* Display role model behavior for student workers

Longwood University Summer Conference Team, Farmville, VA

**Conference Associate**, Aug 2015 – Aug 2017

* Positively represent Longwood University to all conference guests and University faculty/staff
* Provide continuous customer service for conference guests
* Provide assistance to conference groups while on campus
* Set up events, meeting spaces, and table arrangements at designated areas and times

Longwood University Residential and Commuter Life, Farmville, VA

**Residential Assistant**, Aug 2015 – May 2017

* Create a safe and healthy environment in compliance with college regulations
* Act as a liaison between the residents and the department of residence life
* Manage administrative duties-maintenance requests, safety inspections, and incident reports
* Support and enforce university policies

Shady Grove YMCA of Greater Richmond, Richmond, VA

**School Age Child Care Counselor,** May 2015 – Aug 2015

* Develop and implement programs appropriate for school age children
* Provide proper supervision for children
* Establish a safe, clean, and engaging environment for children