***EDUCATION***

**Longwood University**  Farmville, VA

*Bachelor of Science in Liberal Studies* 2018-present

Concentration: Elementary Education, GPA: 3.95

**Grassfield High School** Chesapeake, VA

*Advanced Studies Diploma* June 2018

GPA: 4.7, Top 5% of graduating class

Teachers for Tomorrow (2016-2018), Industry Certification in Education Fundamentals, Financial Literacy Certification

***WORK EXPERIENCE***

**Office of Institutional Advancement at Longwood University** Farmville, VA

*Administrative Clerk October 2019-present*

* The Raiser’s Edge database
* Microsoft Excel
* Constituent records

**Great Bridge Child Care Ltd** Chesapeake, VA

*Assistant Teacher May 2019-August 2019*

* Toddler Classroom
* Creating and executing lesson plans
* Coordinating with other teachers to ensure that all classrooms are in ratio
* Providing a safe and nurturing environment for children including engaging children in developmentally appropriate learning activities

**Funny Bone Comedy Club** Virginia Beach, VA *Box Office Representative 2017-2019*

* Make reservations using an Internet based ticketing system
* Taking payments in the form of cash and credit and reconciling daily transactions
* Answering a multi-line phone system
* Providing customer service face-to-face and over the phone
* Assisting customers with using our website to purchase tickets

***COMMUNITY SERVICE AND INTERNSHIPS***

* Note-taker for Office of Disability Resources, Longwood University, Fall 2018
* Lancer for a Day, Longwood University, April 2019
	+ Guided fourth grade students during their tour of the college
	+ Assisted with activities during the Physics class
* Internship at Cedar Road Elementary School, Chesapeake, VA, 2016-2018
	+ Internship in first grade classroom
	+ Created and executed lesson plans
	+ Participated in word study, reading groups, and targeted learning activities. For example: tying shoe laces, using a dictionary, and other basic concepts
	+ Read to students and aided with worksheets and assignments

***LEADERSHIP EXPERIENCE***

**Honors Student Association**, Longwood University, 2018-2019 Farmville, VA

*Secretary* 2019

* Record meeting minutes, attendance, and points
* Manage email and social media accounts

***ACTIVITIES***

**Longwood University Ambassadors***,* Longwood University, October 2019-present

**Alpha Lambda Delta**, Longwood University, January 2019-present