**Clair Renee Walters**

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804-519-1704

**OBJECTIVE:** Experienced and responsible Longwood University student with exceptional organizational, time management, and communication skills.

**EDUCATION:**

Longwood University

Farmville, VA

Bachelor of Science in Psychology and Biology

May 2021

Minor: NeuroStudies

*Cormier Honors College*

GPA: 3.7

Dean’s List (3 semesters)

**WORK EXPERIENCE:**

**Longwood University Farmville, VA**

*Cormier Honors College Office Staff Assistant**October 2018- Present*

* Copy, file, and sort grant paperwork
* Complete detail-orientated tasks thoroughly and accurately
* Hand deliver items around campus
* Use of problem-solving, communication, and Microsoft Word/Excel skills
* Assisting with major Cormier Honors College events (ex. Celebration of Scholarship)

**Longwood University Farmville, VA**

### *Peer Mentor June 2018-December 2018*

### Assisting with the set-up of summer orientations

### Assisting parents and students with registration

### Leading a group of 25+ students throughout orientation days

### Assisting with the set-up of New Lancer Days

### Directing traffic on Freshman move-in day

### Leading a group of 25+ students throughout New Lancer Days

### Planning and managing events throughout the Fall Semester alongside coaches.

*Full-Time Nanny* **Midlothian, VA**

*May 2018- August 2018*

* Worked 35+ hours a week taking care of, teaching, and attending to two children (ages 6 and 8)
* Gained problem-solving and communication skills

**ACTIVITIES:**

**Alpha Sigma Tau Sorority,** *Academic Assistant,* Longwood University, January 2019-present

**Honors Student Association,** Longwood University, August 2017-present

**Alpha Lambda Delta,** Longwood University, April 2018-present

**SKILLS:**

Computer/Tech: Microsoft Office, Adobe Photoshop/Illustrator, Twitter, Facebook, LinkedIn

Language: Proficient in Spanish  
CPR and First Aid, August 2017