

Morgan Day

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Objective

I am a first-year in undergraduate who is looking for employment. Available immediately. I am interested in positions in retail, restaurant or office environments.

Experience

Service: The following were part of a school service requirement of approximately 5-8 hours per week during all four years of high school.

Dishwasher 2012-2015

- Worked in school kitchen, provided by CulinArt. Washed dishes along with CulinArt staff and classmates.

Receptionist 2015 - 2016

- Worked as secretary in the Dean of Student's office. Answered phones, addressed student and parent questions, screened calls to determine if Dean's assistance was required

Teacher's Aid Summer 2015, 3 weeks

- Worked as a teacher's aid for a 5th grade class on Navajo reservation (Kayenta). Responsibilities included reading to the children and helping them with worksheets English, Math, and Vocabulary.

Photographer 2015-2016

- Took photographs at George School for online marketing purposes. Responsible for taking 60 pictures weekly.

Paid: The following are paid employment experience.

Fundraiser, George School 2016

- Made calls for a fundraising day at George School. Called parents and alumni of the school and encouraged them to make a donation to the annual fund.

Ducky Life Tea, Sales and Administrative Assistant 2014-2016

- Main responsibilities include organizing the company office, packing orders to ship out, replenishing stock and occasionally helping with administrative duties. Running backend for ecommerce website. Setting up booth to sell at fairs and festivals, track inventory, educate customers about products, handle cash and credit card transactions, set up and break down of temporary sales operations, write customer communications and social media. Helped create tea-of-the-month club and other marketing strategies.

Hostess, Chestnut Grill Summer 2016

- Responsibilities included seating customers and alerting servers that they received a table. Side work included wiping windows and menus at the end of a shift.

Volunteer Leadership

Leader of The Body Project 2014-2016

- Led a student-organized club at George School. The Body Project is a club that discusses a broad range of issues, centering on body image. Ran meetings, led discussions, recruited members and successfully trained new leadership upon graduation. Created a video project to promote the club called *Real Women*. The video's purpose was to send the message that women are not defined by gender stereotypes.

Member of Junior State Assembly 2013-2016

- JSA is a debate club at George School. Practiced debating and discussed current issues in the U.S. as well as created bills for mock Congress. Attended an annual trip to Washington DC to attend the National Junior State Assembly Winter Session.

Education

George School, Diploma 2012-2016

University of the Arts, Summer Session Summer 2015