

Tavanell Dodd

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Ohio 45387
(856)-361 -4273
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Hard working individual, eager to learn and proactive. Able to work alone without supervision and work well under pressure.

EXPERIENCE

Yellow Springs Home, Inc. - Internship

January 2018- Present

Grant Applications

Event Support

Salesforce

Research

Make/Receive Phone Calls

Olive Kettering Library - Assistant

October 2017- March 2018

Front desk assistant

City Blue, Cherry Hill Mall — Sales Associate / Cashier

September 2016 - October 2017

Cashier

Help/Communicate with customers

Keep Store Organized

Provided excellent customer service

Jcc Camp, Medford NJ— Camp Counselor

June 2016 - August 2016

Check attendance

Supervise campers

Staples, Philadelphia PA — Sales Associate / Cashier

February 2015- January 2016

Cashier

Communicate/Help customers

Provided excellent customer service

Keep Store Organized

EDUCATION

Antioch College, Yellow Springs Oh

October 2017-Present

Psychology major

Cherry Hill High East, Cherry Hill NJ — High School Diploma

September 2016 - June 2017

Skills For Growth, London England - Traineeship

March 2016- June 2016

Level 2 Award in Job Search and Interview Skills

SKILLS

- Adaptable
- Open minded
- Trustworthy
- Communication skills
- Listening Skills
- Build and maintain strong relationships
- Self-motivated
- Creative
- Friendly
- Ability to work independently
- Flexible
- Attention to detail
- Experienced dealing with difficult situations

Scholarships

- Landsberg New Generation
- Antioch College Trustee Scholarships
- Capozzi Scholarship

Functional Maths, Functional English

Pennwood High School, Yeadon PA

September 2015 - February 2016

Upper Darby High School, Upper Darby PA

September 2014 - June 2015