

Cierra Stewart

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Work Experience

Dunkin' Donuts - Dayton, OH

Crew Member

July 2018 - Present

Greet and serve guests, prepare and package food, operate a Point of Sale (POS) system, maintain sanitation and safety standards in the work area, complete daily paperwork, provide fast, friendly customer service to all guests, operate a POS system by taking orders and collecting payment, prepare and package customer orders to their satisfaction, clean and prepare cooking and prep areas, operate coffee and sandwich equipment, demonstrate a complete knowledge of menu items and ingredients, and account for food quality and quantity.

Sinclair Community College - Dayton, OH

Student Ambassador

May 2018 - Present

Provide assistance during peak registration periods, participate in visits to area high schools and college fairs to present the benefits of the community college experience, provide campus tours, assist during special events and college-sponsored activities, and participate in focus groups and panels, as needed, to provide information for improving student services and information dissemination.

Starbucks Coffee Company - Dayton, OH

Barista

September 2017 - May 2018

Greet customers and take orders; process cash and credit card transactions, prepare and serve hot and cold beverages according to brand specifications and the customers' requests, serve prepared food items, maintains knowledge of menu items and recipes to effectively service the customer, set up and breaks down workstations, including cleaning and sanitizing, maintain appearance of location ensuring product is stocked to appropriate levels and all areas are properly cleaned and sanitized, maintain excellent customer service, anticipating guests needs, adhere to Aramark safety policies and procedures, including proper food safety and sanitation, maintain a positive attitude towards guests, customers, clients, coworkers, etc., ensure security of company assets, and other duties and tasks as assigned by manager.

Powel Crosley, Jr. YMCA - Cincinnati, OH

Camp Counselor

May 2017 - August 2017

Supervise program participants in camp programs, plan and implement program activities that are culturally relevant and developmentally appropriate, maintain safety and cleanliness standards, attend staff meetings and trainings, follow YMCA policies and procedures, including those related to ACA standards, medical and disciplinary situations, child abuse prevention and emergencies, maintain positive relations with parents and other staff, and perform other duties as assigned.

Sinclair Community College - Dayton, OH

Student Tutor

August 2016 - December 2016

Provide individual tutoring sessions to students, make referral to Master Tutor or instructor if material is too advanced, check Sinclair email daily and have a voicemail system set-up, meet with the Lead Tutor for training, refer students to the front desk for cancellations or to make changes to schedule, maintain at least 6 credit hours, assist with other duties if student is a no-show or session is cancelled with less than two hours of scheduled time, submit a completed timesheet with student signatures for each pay period, dress in appropriate office attire, be reliable (work assigned hours, show up on time, and work without reminders), maintain professionalism even under stressful situations, work as a team with professional staff, front desk workers, and other tutors, and treat all with respect.

Education

University of Dayton - Dayton, OH

Bachelor of Arts, Political Science with a Minor in Pre-Law

January 2018 - Present

GPA: 4.0, Dean's List

Extracurricular Activities, Honors, and Awards:

- Asian American Association
- College Democrats (*Treasurer*)
- Feminists United
- Model United Nations
- French Club (*President*)
- Office of Multicultural Affairs
- Social Justice Club
- The Fitz Center for Leadership in Community
- Women of Remarkable Distinction
- University of Dayton Honors Program

Sinclair Community College - Dayton, OH

Associate of Arts, Liberal Arts and Sciences (High Honors)

August 2014 - December 2017

GPA: 4.0, Dean's List

Extracurricular Activities, Honors, and Awards:

- Ohio Association of Community Colleges All-Ohio Academic Team Scholarship
- Phi Theta Kappa International Honor Society, Nu Pi Chapter
- Sinclair Community College Honors Program
- Sinclair Community College Honors and Service Learning Symposium Honorable Mention

Spring Valley Academy - Centerville, OH

High School Diploma (High Honors)

August 2014 - May 2017

GPA: 4.0, Principal Scholars List

Extracurricular Activities, Honors, and Awards:

- National Honor Society
 - National Society of High School Scholars
 - President's Award for Educational Excellence
 - Spring Valley Academy Literary Award for Outstanding Achievements in Writing
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Volunteer Experience

Theresa Gasper for Congress - Dayton, OH

Fellow

May 2018 - Present

Engaged voters and potential volunteers through door-to-door canvassing, phone calling, social media, and other contact methods; recruited, managed, and trained volunteers in their communities and neighborhoods; entered, organized, and maintained data from interactions in communities; assisted in organizing and executing events with campaign staff and other fellows within the district and on campuses.

Re-Elect Judge Marilyn Zayas for Court of Appeals of Hamilton County - Cincinnati, OH

Volunteer

May 2018 - Present

Accompanied Judge Zayas to several parades in Hamilton County in order to inform local residents about her positions on issues, advertise her campaign, and encourage residents to vote for Zayas; canvassed independently in numerous neighborhoods and districts around the Cincinnati area, and dropped literature containing information about Zayas off at targeted homes.

Dayton Early College Academy Ladies of Virtuous Excellence (LOVE) Program - Dayton, OH

Mentor

January 2018 - May 2018

As part of the University of Dayton student organization, Women of Remarkable Distinction, met with and mentored a group of young female high school students at the Dayton Early College Academy every week through a program called Ladies of Virtuous Excellence. The purpose of this mentorship program was to encourage and motivate the younger girls by creating a space for them to participate in engaging activities and in-depth discussions that facilitated an accepting and inclusive environment.

Marilyn Zayas-Davis Campaign for Judge for Court of Appeals of Hamilton County - Cincinnati, OH

Volunteer

June 2016 - November 2016

Accompanied Judge Zayas personally to several events in order to inform local residents about her positions on issues and advertise her campaign - including one event where we engaged with over 1,000 residents, canvassed independently in numerous neighborhoods and districts, encouraging residents to vote for Zayas, dropped literature containing information about Zayas off at targeted homes, organized my fellow students to help canvass door-to-door.

Powel Crosley, Jr. YMCA Leaders in Training Program - Cincinnati, OH

Program Participant (Leader in Training)

May 2016 - August 2016

Worked with campers under the guidance of a Mentor Counselor to develop leadership skills, build relationships, and learn how to be a responsible supervisor, offered children positive developmental experiences and fostered the virtues of caring, honesty, respect, and responsibility.

References

Leslie Spencer

Other

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