

DANIELLE J. KASH

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EDUCATION

Adelphi University Garden City, NY
BBA in Management, Specialization in Human Resources, May 2020

Sachem High School, North Campus Lake Ronkonkoma, NY
Advanced Regents Diploma, June 2015

RELEVANT

Her Campus Media, Chapter Member Intern

- Updating HCHQ on completed tasks/responsibilities on internship tracker.
- Create weekly articles on up-to-date topics.
- Provide HCHQ with portfolio of all completed content at the end of the semester.

EXPERIENCE

Adelphi University, Special Events Garden City, NY
Student Manager, February 2016 - Present

- Supervise and mentor up to 10 students, delegate tasks to student workers and organize schedules.
- Set-up and provide job training for new student employees.
- Manage inventory of office supplies.
- Create invitations, design flyers, and handle reception and check-in lists for events.
- Answer phone calls and address inquiries about upcoming events or ongoing programs.
- Perform administrative duties such as copying, scanning, filing and proofreading documents.
- Provide coverage for both on and off campus events and evaluated the events after.
- Interview possible new student workers
- Aide in creating purchase orders, check requisitions, travel expense forms and change orders.
- Coordinate student work retreats.

Adelphi University, Telephone Services Garden City, NY
Student Employee, November 2015 - June 2016

- Answered telephones at the University switchboard.
- Directed callers to the appropriate area for their request.

Adelphi University, Cashier's Office Garden City, NY
Student Employee, June 2014 - August 2014 and June 2015 - January 2016

- Performed administrative duties including copying and filing.
- Drafted charts in Microsoft Excel.
- Received incoming calls, informed callers and conducted calls on the department's behalf

CERTIFICATIONS

Business Etiquette: Meetings, Meals, and Networking Events
Event Planning Foundations
How to Get Great Customer Service
Quick Fixes for Poor Customer Service
Learning Excel 2016
Time Management Fundamentals

ACTIVITIES

Human Resource Society- Adelphi University, *Member*

Gamma Beta Phi Honor Society- Adelphi University, *Member* (March 2019-Present)

**Her Campus- Adelphi University Chapter <https://www.hercampus.com/school/adelphi>
Writer / Social Media Director (March 2017-Present)**

Smith Point J.O.A.D. Archery Patchogue, NY (September 2008- August 2015)
Team Captain (2013-2015)

SKILLS

Proficient in Microsoft Office (Excel, PowerPoint, Word), Raiser's Edge, Email, and Social Media.