

CASSIDY SMITH

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EXPERIENCE

DECEMBER 2ND 2016 – MARCH 17TH 2017

HOSTESS, THE QUARTER

19 SALEM AVENUE, ROANOKE, VIRGINIA, 24011

(540) 342-2990

My responsibilities were to clean off tables and sweep frequently, seat guests at appropriate tables with the correct amount of flatware, keep record of the amount of guests in and out of the restaurant, and to also keep tally of each waiter/waitresses' tables to alleviate them at the end of the day at the correct time, ensuring duties are distributed impartially. This position was temporary for the holiday season; therefore, I was let go after Saint Patrick's Day.

SEPTEMBER 23RD 2017 – PRESENT

FOOD SERVICE/STARBUCKS TEAM MEMBER, TARGET

4737 VALLEY VIEW BLVD NW, ROANOKE, VIRGINIA, 24012

(540) 265-6932

At Target I am expected to prepare customized beverages for guests, treat guests' requests accordingly, and uphold the cleanliness of our dining room. I am always to stay updated on the viral drink trends and corporate training. I am also cross-trained in many areas: Hardlines, Softlines, Guest Services, Starbucks, Cashiering, Target Cafe and Market/Grocery. I am expected to remain on-call and flexible to effectively fulfil all of the aforementioned positions. Each May we are given an employer review from our immediate team lead, so far in my review(s) my team leader, Matthew Cap, has found me overall proficient. I am currently on a leave of education.

EDUCATION

AUGUST 2015-JUNE 2019

ADVANCED DIPLOMA, WILLIAM FLEMING HIGH SCHOOL

3649 FERNCLIFF AVE NW, ROANOKE, VIRGINIA, 24017

I held 68th place in my class of 333; being in the top 20%. My GPA was a 3.3, weighted. I enrolled in PLATO courses for the academically excelled at Highland Park Elementary School for 4th and 5th grade. I then went on to take excelled honor courses in middle school where I attended Stonewall Jackson Middle School. There, I earned many credits towards my transcript prior to starting high school. I have taken Pre-AP, AP, and Dual Enrolled classes throughout high school.

AUGUST 2019-PRESENT

**BACHELOR'S IN SCIENCE DEGREE OF COMPUTER SCIENCE, JAMES
MADISON UNIVERSITY**

800 S MAIN ST, HARRISONBURG, VA 22807

Currently working toward a Computer Science degree. Bringing in 18 credit hours and enrolled in 16 credit hours.

SKILLS

- Keyboarding
- Writing
- Leadership
- Technology Skills
- Honesty
- Courage
- Trustworthy
- Communicating
- Avid telephone skills
- Computer skills
- Time management
- Responsibility
- Strength; can lift 50+ lbs.
- Kind

ACTIVITIES

COMMUNITY SERVICE

I have over 300 hours of community service with Center in the Square (2015-present), Angels of Assisi (2018-present), Science Museum of Western Virginia (2015-present), and the Clean Council of the Roanoke Valley (2014-present). I participate in many Downtown Roanoke Inc. events with the Center in the Square. Those include: Miniatures in the Market, Movies in the Market, Fairytale Festival, and many more. My personal favorite event is the Greek Festival. The festival is held every year and it celebrates Greek culture and allows people to discover the many Greek traditions. With the Angels of Assisi, I spend many afternoons donating my time to the homeless animals there. I wash them, feed and water them, and take them on walks. Most importantly I play with them and give them the love they need. Every summer I volunteering for many summer camps with the Science Museum of Western Virginia. The camps involve grades Pre-K through 8th grade. Some of them are based around science, others math, some technology, and others are 'fun' princess and dinosaur themed. We take them around downtown Roanoke to explore the local library and park. We also do many activities with them, like science experiments. We also have different local scientists and leaders come and speak to the children about their roles. Finally, every year the Clean Council of the Roanoke Valley holds a giant river 'regatta' race in which participants build their own boats out of recycled materials and race down the rapid river. Every year I participate in the boat building, racing, and volunteering. I guide people onto their boats and at the end I help them get out safely.

CERTIFICATIONS

- CTECS Workplace Readiness Skills Assessment (04/25/2016)
- W!SE Financial Literacy Test (05/2017)
- Microsoft Office Specialist Master 2013 (2/14/2017), which includes the completion of these certification exams: Word (11/16/2016), PowerPoint (11/22/2016), Excel (2/10/2017), Word Expert (2/14/2017)
- Microsoft Office Specialist OneNote 2013 (4/05/2017)

- Microsoft Office Specialist Master 2016 (02/15/2018), which includes the completion of these certification exams: Word (09/07/2017), PowerPoint (09/11/2017), Excel (10/12/2017), Word Expert (11/16/2017), and Access (12/15/2017)
- Microsoft Office Specialist Excel Expert 2016 (02/18/2018)
- Microsoft Office Specialist Outlook 2016 (02/22/2018)
- Microsoft Technology Associate: Introduction to Programming using Block-Based Languages (03/28/2018)
- Microsoft Technology Associate: Windows Operating Systems (04/18/2018)
- Microsoft Technology Associate: Security Fundamentals (04/26/2018)
- Microsoft Technology Associate: Cloud Fundamentals (05/04/2018)

CLUBS AND ACCOMPLISHMENTS

- Odyssey of the Minds (2009-2010)
- Student Government (2012-2014)
 - Vice President
- DECA Member (2015-2019)
 - 1st place in Restaurant Management at DECA District Leadership Competition (2015-2016)
 - Attended DECA State Leadership Competition in Virginia Beach (2015-2016)
- FBLA Member (2016-2019)
 - 2nd place in regional Introduction to Information Technology (2016-2017)
 - Attended Regional Fall Conference in Green Hill Park, Salem, VA
 - Attended FBLA State Leadership Conference in Reston, VA
 - Chapter Historian (2017-2018)
 - 1st place in regional Spreadsheet Applications
 - Attended Regional Fall Conference at the Salem Red Sox Stadium, Salem, VA
 - Attended National Fall Leadership Conference in Buffalo, NY
 - Attended FBLA State Leadership Conference in Reston, VA
 - Chapter Vice President (2018-2019)
 - 1st place in regional Spreadsheet Applications
 - Attended Regional Fall Conference at the Salem Red Sox Stadium, Salem, VA
 - Attended National Fall Leadership Conference in Charlotte, VA
 - 3rd place in State Leadership Conference in Reston, VA
 - Attended National Leadership Conference in San Antonio, TX
 - Region Secretary (2018-2019)
- Language Club Member (2017-2019)
- GSA (Gay-Straight Alliance) Member (2018-2019)