*Dawn Renee Penland*

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**PROFESSIONAL SUMMARY**

Hard worker seeking full time employment who is proficient in Microsoft Office and Windows Operating Systems. Bringing almost 20 years of previous professional experience in e-commerce warehouse environment and administrative assistant and cashier positions.

**TECHNICAL SKILLS**

* Microsoft Office (Word, Excel, Outlook, PowerPoint)
* Windows Operating Systems
* Limited experience with Google Docs
* Use WordPress to write genealogy blog at <https://lavenderhearthtales.blog>

**EDUCATION**

Brightpoint Community College Chester, Virginia

Continue A.A.S., Computer Studies, Web Development Specialization G.P.A. 4.0 Expected 2024

University of Maryland Global Campus Adelphi, Maryland

Studied for A.A.S., Computer Studies, Web Development Specialization 2020-2021

* Gain knowledge in C Programming Language thru use of Print and Scan functions, math operations, nested loops, and repetition statements.
* Enhanced analytical skills through problem identification, presenting an argument and asserting a position in writing research papers.

Randolph Macon College Ashland, Virginia

B.A. History with Honors Minors: Classics & Women Studies

G.P.A. 3.65/4.0 G.P.A. in Major: 3.7/4.0 Class Rank: 14/208 1990

**HONORS**

Phi Betta Kappa, Honorary Society Member Omicron Delta Kappa, Honorary Leadership Society

Kelly Services Employee of the Month, May 1997

**WORK EXPERIENCE**

**NXTTHING RPO LLC: Temporary customer service agent, Follett college bookstore**

**Chester, VA** Aug. 2022 – Sept. 2022, June 2023 – July 2023

**AMAZON, LLC: FC Tech Level I, FC Tour Guide Ambassador, Pick Learning Ambassador, Chester, VA** Sept.2018 – Dec. 2020

**AMAZON PRIME NOW, LLC: FC Tech Level I, Richmond, VA 23230** Nov. 2015 – July 2018

**TRUCK ENTERPRISES RICHMOND, INC.: Body Shop and Service Admin Assistant, Safety**

**Coordinator, Richmond, VA** Aug. 2000 – Nov. 2014

**VOLUNTEER WORK**

**Chesterfield Historical Society - Member 2017, Board of Directors Member 2020 – 2021**

**Daughters of the American Revolution, Chesterfield Courthouse Chapter – Member since May 2018**

* Chesterfield Courthouse Chapter, Historian 2019-2021

**IT4Causes –** Volunteered on 2 web design and graphic design projects since Nov. 2021.