
MARLEE GARRAWAY

Orlando, FL 32827 | 2403706813 | marleegarraway@gmail.com

Summary

Worked in several different capacities and able to learn and adapt quickly when given a new task. Patient with creative thinking skills to effectively fix problems and capable of functioning with and without a team.

Skills

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|------------------------------------|--------------------------|
| • Customer Service | • Tutoring and Mentoring |
| • Problem Solving | • Artistic Design |
| • First Aid, AED and CPR Certified | • Record keeping |
| • Proficient Computer Skills | • Patient |
| • Verbal and Written Communication | |
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Experience

Sales Associate Verse orlando	08/2023 to Current Orlando , FL
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- Knowlegable in basic XR and technical skills in order to troubleshoot support issues during operations.
- Spatial mapping
- Providing customer service to guests whole undertaking various administrative and technical duties.

Teaching Assistant/Afterschool Coordinator Bright Scholars Early Learning Academy	09/2017 to Current Saint Cloud, FL
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- Child development associate (exp. 07/23/2026)
- CPR, AED and First Aid certified (Exp. April 2024)
- Providing instructional support to staff and care for children between the ages of Infant-10.
- Planning and implementing schedules
- Teaching and managing activities for After-school children ages k-5
- Assisted in office inventory activities, including ordering, stocking and receiving.
- Answer phone calls in a professional manner and aided in implementing new enrollment and withdrawals into the ProCare system.
- DCF 45 Hours

Photographer GradImages	04/2023 to Current Florida
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Traveled to mulitpule locations and photographed graduations/commencement ceremonies and set up equipment weighing 30+lbs, sets and cameras before events.

Private Tutor Self Employed	08/2020 to 06/2023 Orlando, FL
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- Provided private instruction to individual or small groups of students to improve academic performance and prepare for academic or occupational tests.

Cashier, Ice Cream and Beverage Server,Ad Designer Chill Pop Lounge	01/2018 to 02/2022 Orlando, FL
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- Handled currency and credit transactions quickly and accurately during high volume, fast paced operations using the point-of-service (POS) automated computer system.
 - Designed and styled menu boards and advertisements to promote the store during events, holidays, sales and specials.
 - Assembled and prepared ice cream-based drinks, following recipes to produce consistent products.
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Education and Training

Bachelor of Arts: Web Design: Web And Social Platforms Track

University of Central Florida

2024

Orlando, FL

Associate of Arts: General Studies

Valencia College

12/2019

Orlando, FL

High School Diploma

Osceola County School For The Arts

05/2017

Kissimmee, FL

Volunteer experience

- IACC (Indian American Chamber of Commerce) were I set up Gala events, handled payment processing, silent raffles, and ticket Sales.
- Wounder Warriors 5k/10k