

ALYSSA N. TAYLOR
10300 E Hunter Valley Rd, Vienna VA 22181
Cell: (703)-424-1357 Home: (703)-242-3810
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Available for All Shifts

EDUCATION

In Progress:

Northern Virginia Community College (NVCC): A.A.S.

Virginia Commonwealth University (VCU) Fall 2009 – Fall 2012. Fine Arts B.S.

South Lakes high school 2008. International Baccalaureate (IB) Diploma Candidate.

PROFESSIONAL EXPERIENCE

Ajax Amusements; Herndon, VA – Jan 2008 - Oct 2014

- Supervised private events in former local arcade
- Assisted with booking customer's event, processed payments, and strived above and beyond to meet all customers' needs.
- Worked 40+hrs/week during the summer months 2010-2012

Hunters Forest School of Fine Art; Vienna, VA – *Assistant Art Teacher* 2006 – 2008

- Responsible for weekly classes that ranged in size of 8-12 students
- Supervised student's progression through skills taught by head instructor
- Responsible for studio cleanliness and adherence to schedules time constraints

BJB Therapeutic Massage Center Herndon, VA — 02/14/2015 - 05/05/2015

- *Massage Therapist Assistant*
- *Booked appointments and answered clients' inquiries*
- *Worked POS system and processed payment*
- *Assisted massage therapists in private group massage workshops*
- *Prepped therapists offices and assisted therapists demands and requests*
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LEADERSHIP & COMMUNITY SERVICE EXPERIENCE

30 community service hours—2006-08

Richmond Festival of Lights 2010: Assisted pedestrian traffic, ~6hrs

COMPUTER SKILLS

- Microsoft Office Suite (Word, Excel, Powerpoint), Adobe Creative Suite 6 (Photoshop, Illustrator) on both Mac and Windows operating systems.

REFERENCES

Former Supervisor

Richard B. Taylor—President & CEO

PMG Performance Management Group, Reston, VA

Office: 571-278-5423

E-mail: rbtaylorco@yahoo.com

Former Supervisor

Chris Thornburg—Owner

Ajax Entertainment, Herndon, VA

Office: 571-722-2157

E-mail: chris@ajaxamusements.com