

Tajma Lott II
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EDUCATION

University of South Carolina, Columbia, SC Bachelor of Science Computer Engineering	May 2028
Blythewood High School, Blythewood, SC Diploma	May 2024

WORK EXPERIENCE

Jeep Rogers YMCA, Columbia, SC	May 2021 - Present
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Membership Services and Special Events Coordinator

- Check-in members to the facility
- Register new patrons for membership
- Respond to members with questions and concerns
- Attend staff meeting and trainings

Head Lifeguard and Swim Team Coach

- Monitor swimmers to prevent accidents, injuries, and emergencies.
- Conduct checks of the pool environment, equipment, and facilities to identify and address potential hazards or safety concerns.
- Maintain effective, positive relationships with the members, participants and other staff
- Apply safety rules, policies and guidelines for the pool and aquatic area.
- Attend staff meetings and in-service trainings.

CPR Instructor

- Conduct CPR and first aid training sessions.
- Evaluate attendees' performance.
- Stay updated with CPR and first aid protocols and guidelines.
- Setup equipment and materials.
- Schedule training sessions.

Trane, Columbia, SC	June 2023 – August 2023
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Summer Intern

- Assisted with the staging, shipping and receiving of equipment and supplies.
- Stocked supplies.
- Assisted with inventory control.
- Adhered to safety protocols.

Edible Arrangements, Columbia, SC

Customer Service Representative

June 2020 – August 2020

- Greeted and pleasantly interacted with customers.
- Handled cash and credit transactions on a cash register.
- Answered phone calls and resolved customer issues.

Madison Leigh Marketing, Columbia, SC

May 2019 - Present

Marketing Analyst

- Assisted with the development of marketing presentations
- Attended client meetings
- Assisted with project research
- Helped generate marketing leads
- Research and analyze data

The Game Cave, Columbia, SC

May 2022 - August 2022

Game Assistant

- Set-up equipment and displays.
- Assisted customers with utilizing the gaming equipment.
- Responded to customer questions.

KNOWLEDGE, SKILLS, ABILITIES

- Excellent verbal and written communication skills
- Presentation skills
- Google Analytics
- Microsoft Word
- Microsoft Excel
- PowerPoint
- Social Media
- Marketing

VOLUNTEER EXPERIENCE

- Adopt-a-Highway
- Midlands Orphan Relief
- Game Changers
- Salvation Army

CERTIFICATIONS

- Lifeguard Instructor
- CPR Instructor
- Adult Oxygen Pro/AED Certified

ORGANIZATIONS

- National Society of Black Engineers
- Alpha Phi Omega