**BRIA SAUNDERS -HALL**

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SKILLS

* Fast Learner
* Highly Dependable
* Proficient in Math
* Proficient working with Microsoft Office
* Knowledge of basic Spanish
* Great with kids

WORK HISTORY

**Math Tutor**, 10/2018 to Current

**Mathnasium**– Arlington, VA

I instruct K-8 grade students of different abilities and skill levels guiding, explaining, engaging, motivating and increasing students math knowledge. Presenting math as a foundational knowledge within the context of real-world problems. Assisting center director and co-workers in maintaining effective, organized, clean and productive learning environment.

**Sales Associate**, 11/2017 to 02/2018

**Macy's** – Washington, DC

Worked collaboratively in team environment; trained and served as a peer coach for new sales associates; developed positive customer relationships through friendly greetings and excellent service; maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices; completed all point of sale opening and closing procedures, including counting the contents of the cash register; fostered a positive work environment by consistently treating all employees and customers with respect and consideration; actively pursued personal learning and development opportunities.

**Summer Intern**, 06/2016 to 08/2017

**Internal Revenue Service –** Washington, DC

Summer of 2016: Scheduled appointments and meetings; sorted and filed documents; created reports; created fliers and promotional materials; answered incoming telephone calls; communicated effectively with others; created a positive work environment; completed tasks in a timely fashion.

Summer of 2017: Learned HTML and CSS; coded website pages and troubleshooted them; decrypted .zip files.

**Team Member**, 08/2014 to 06/2015

**E.L. Haynes Senior Class** – Washington, DC

Attended weekly meetings; contributed to team success by completing jobs quickly and accurately; organized school events and fundraisers.

**Office Assistant**, 06/2012 to 08/2014

**E L Haynes PCS/SYEP** – Washington, DC

Scheduled appointments and meetings; sorted and filed documents; created reports; answered incoming telephone calls.

**PM Camera Operator/Greeter**, 06/2013 to 08/2013

**DC DMV - Rhode Island Service Center/SYEP** – Washington, DC

Created a positive work environment; enforced policies and procedures; resolved customer complaints; completed tasks in a timely fashion; responsible for keeping space clean and organized; provided excellent customer service; remained calm in a crisis; retained existing customers.

**Classroom Volunteer,** 10/2012 to 10/2012

**E.L. Haynes Public Charter School – Washington, DC**

Provided administrative support; communicated effectively with children; created a positive work environment; created fliers and promotional materials; completed tasks in a timely fashion; responsible for keeping space clean and organized; completed hands-on activities and projects.

EDUCATION

**High School Diploma**: 2015

**E. L. Haynes PCS** - Washington, DC