

CASSIDY HAINES

COLLEGE STUDENT

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Columbia, SC

EDUCATION

Undergraduate Student, Expected Graduation May 2027

- University of South Carolina at Columbia
- Computer Information Systems Major
- 3.93 GPA

SKILLS & ABILITIES

Technical Skills:

- Software: Microsoft Office Suite, Adobe Creative Cloud, MarkSystems
- Web Development: JavaScript

EXPERIENCE

Nanny | Griffin Family Raleigh NC | 2021-2023

- Fostered communication skills by supporting open and transparent communication with parents on children's daily activities, achievements, and any concerns.
- Demonstrated problem-solving abilities by handling unexpected challenges with flexibility and creativity, ensuring a safe and nurturing environment for children.
- Developed strong interpersonal skills through positive interactions with children, parents, and other caregivers.
- Managed and organized daily schedules, balancing the needs of multiple individuals and coordinating activities to ensure a smooth and efficient routine.
- Cultivated a high level of responsibility and reliability in overseeing the well-being and safety of children in a private home setting.
- Exhibited patience and empathy in addressing the unique needs and emotions of children, contributing to a positive and supportive atmosphere.

Administrative Intern | Shenandoah Homes Raleigh, NC | May 15, 2024 – August 2, 2024

- Aided in preparing and organizing documentation for an IRS audit, ensuring accuracy and compliance with regulatory standards.
- Performed office tasks including filing, data entry, and maintaining organizational systems to streamline workflow and improve efficiency.
- Managed invoice entry and bank reconciliation, contributing to accurate financial records and timely payments.
- Utilized MarkSystems software for data management and reporting, enhancing the company's ability to track and analyze financial information.
- Supported the finance team with other administrative duties as needed, demonstrating flexibility and attention to detail.