

Dayana Yvonne Little

(267) 265-7979 · dayana.y.little@gmail.com

Philadelphia, P.A

PROFESSIONAL EXPERIENCE

Howard University, Housing Project Manager, Washington, D.C.

May 2018 —

Present

- Provide hair grooming and maintenance services to 70+ students weekly
- Manage accounting and procurement duties to support business needs
- Schedule appointments over databases such as Squareup and measure services through monthly surveys yielding a 90% satisfactory average

Howard University, Computer Lab Technician, Washington, D.C.

August 2017 — May 2018

- Installed hardware and software compatible with system specifications
- Maintained records of lab equipment and supplies
- Demonstrated proper use of computer systems to a student population of 1,000+

Medstar Veterans Hospital, Lifestyle Valet Manager, Washington, D.C.

June 2016 — July 2017

- Restructured business strategy and evaluated systems and processes to develop policies that increased operational efficiency and insured compliance and consistency with state and federal policies and regulations
- Monitored office audits of daily cashier reports to ensure proper sales totals were reported and recorded in timely manner
- Provided technical and professional direction to staff related to hiring, training, evaluation, corrective action and resolution of employee grievances

Bounce Hair Salon, Virtual Bookkeeper, Philadelphia, P.A.

September 2014 — May 2016

- Processed payroll, electronic deposits, and employee pay adjustments
- Increased efficiency and alleviated workloads by creating a new excel financial recording system
- Assessed salon's financial data and documented weekly revenue increases

LEADERSHIP EXPERIENCE

S'Curl Inc., Brand Ambassador, Washington D.C.

February 2019 — Present

- Represent S'Curl at annual events and live marketing activations
- Utilize S'Curl products to showcase and educate customers on the benefits of their diverse product line

Howard University, Cascade Treasurer, Washington D.C.

August 2017 — May 2018

- Managed and operated budget of \$5,000 to conduct yearly events
- Drafted monthly financial summaries

EDUCATION

Howard University, Washington, D.C

Bachelor of Administration: Accounting

Degree Earned: July 2018

HONORS AND AWARDS

- S'Curl 2019 Barber of the Year
- School of Business Dean's List

SKILLS & CERTIFICATIONS

Microsoft Office | Adobe Photoshop | Sacai & Lotus Notes Research Databases | Social media platforms | Google Suite