

Deanna DeWitt

907 Clay Hill Drive, Knightdale, NC 27545 • 919.500.3991 • deanna.dewitt14@gmail.com

Skills

- Conversationalist, nice and a good listener
- Organized in time management and detailed oriented
- Customer service skills both in person and on the phone
- Coachable, and has a slight competitive spirit
- Enjoys Multitasking
- Expert sales presentation
- Proficient in formal office tasks such as emailing, typing, filing, and faxing

Education**UNC-Chapel Hill - Chapel Hill, NC**

July 2022 – Jan. 2023

Certificate - Full Stack Developer

Alpha Omega Academy Graduate

May 2012

High School Diploma

Work Experience**Tower Engineering Professionals**

April 2018 - Oct. 2023

Project Administrator

- Data Entry

Center Stage School of Performing Arts

Sept. 2018 - Present

Master Ballet Teacher

- Teaching : Ages 8 to 18 years
- Organization for recitals
- Problem solving between students and parents

Power Home Technologies

April 2017- April 2018

Builder Administrator

- Communication with customers
- Scheduling
- Bookkeeping
- Data Entry

European Wax Center

March 2015- April 2017

Assistant Manager

- Opening and Closing responsibilities
- Customer service duties such as register operation, moderating information in Millennium, overseeing guest check-in and out, scheduling and confirming reservations.
- Restocking materials, cleaning, and inventory
- Scheduling
- Keeping Track and updated Employee Data
- Managing the Center
- Dealing with Employee and Guest issues

References:**Tower Engineering Professionals**

Jordan Shelley: Project Manager

jshelley@tepgroup.net

(336) 312-4151

Center Stage School of Performing Arts

Wren Peele

csdancebus@aol.com

(919) 632-5490

European Wax Center

Shawntay Henry: Manager

Email: shawntay.henry@waxcenter.com

Phone: (305) 322-0951

Target

Thalia Maldonado: Manager

Phone: (919) 637-2803