**Alavia Hooks**

Rose Hill, NC | www.linkedin.com/in/alaviahooks7| 910-337-6246 | [alaviahooks@gmail.com](mailto:alaviahooks@gmail.com)

**EDUCATION**

**The University of North Carolina at Charlotte Charlotte NC**

*Bachelors of Science in Meteorology May 2020*

* Meteorological Computer Applications

Advanced Synoptic & Dynamic Metrology

Atmospheric Instrumentation

**PROFFESSIONAL CERTIFICATIONS**

* University of California, Davis Professional Certificate in JavaScript Basics
  + Learned how to write scripts, HTML, and CSS with assigned variables and values.

**SKILLS & INTERESTS**

Basic Excel, Python, MATLAB, Fortran, Google Suite, JavaScript

**WORK EXPERIENCE**

**Work Place Options** **Raliegh NC**

*Work Life Consultant* *August 2021-Current*

* Provide customer service to employees and their families in order to assist in locating and providing resources and referrals in their community.
* Assess the Employee’s needs through targeted questioning to provide proper services.
* Ensure all data entries are complete and accurate for case processing.

**Duplin County Schools: James Kenan High School Warsaw NC**

*Science Teacher August 2020-June 2021*

* Designing, developing and delivering quality lesson plans and curricula that adhere to national and school guidelines.
* Strong communication, interpersonal, and problem-solving skills
* Evaluate student performance on tasks established by the standards using different methods such as observation, performance-based tasks or other standard test practices.
* Curated dozens of concepts to meet curriculum objectives and adequately prepare students for exams.
* Collaborated with 10 staff members to create a manageable student workload for the 2020/2021 school year.

**Total Wine & More Charlotte NC**

*Cashier May 2019-July 2020*

* Provide customer service by greeting and establishing a relationship with customers while informing them of our products and services.
* Perform cashier functions and follow the minor policy while completing customer transactions.
* Replenish and maintain inventory and store visual presentation, including home spots, end caps, and platforms in preparation for product delivery.

**Pelican’s Snowballs**  **Charlotte NC**

*Shift Manager*  *April 2019-July 2020*

* Memorized over 100 flavors and rotating specials in order to provide customized recommendations to customers
* Replenish and maintain inventory and store visual presentation, including home spots, end caps, and platforms in preparation for product delivery
* Delegated responsibilities to staff members to ensure efficacy and accuracy of tasks.