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|  | Emily Todt  417 N. Bridge St. Farmville, VA 23901 |  emily.todt@live.longwood.edu | (434) 390-3523 | |
| Skills & Abilities | | Reliable and dependable | Flexible schedule | Team player | Customer- and service-oriented | Approachable | Cheerful and energetic | Positive outlook |
| Experience | | **ADMINISTRATIVE ASSISTANT AFLAC** **February 2018 – PRESENT** **Schedule and coordinate meetings, appointments, and travel arrangements for district sales manager. Typed documents such as correspondence, drafts, memos, and emails for management. Purchased and maintained office supply inventories and being careful to adhere to budgeting practices.**  **CASHIER** FOOD LION  SEPTEMBER 2017 – FEBRUARY 2018  Ensured that all guests received a warm greeting at the register, thanks for their patronage and offer of assistance to their vehicles, met or exceeded item-per-hour and scanning goals (processing hundreds of customer transactions daily), and maintained knowledge of weekly ads, advertised specials and other promotions. **SUBSITUTE TEACHER** Buckingham County Public schoolsAPRIL 2017 – PRESENT Implement existing lesson plans, oversee classroom activities, assign homework, follow the full-time teacher's instructions, and grade tests. **crew member** mcdonaldsAugust 2015 – may 2016 Greeted customers with a great attitude at counter and took orders, suggesting menu items and add-ons to increase revenue, while keeping the area clean and stocked. |
| Education | | **Buckingham County High School**, Buckingham, 2016Advanced Diploma Graduated with honors in top 10 of my class. GPA of 4.3. Participated in sports and after school activities.  **SOUTHSIDE VIRGINIA COMMUNITY COLLEGE** KEYSVILLE, 2016  ASSOCIATES OF ARTS AND SCIENCE  Graduated with honors with a GPA of 3.7. |