

— REGINA MCDUFFIE —

CONTACT

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✉ gigimcduffie1@gmail.com

PROFILE

To utilize my professional knowledge, along with showcasing my interpersonal skills that will enable me to grow and become an integral part of your company.

SKILLS

- CUSTOMER SERVICE
- ORGANIZATION
- EFFICIENT
- DETAIL-ORIENTED
- TIME MANAGEMENT
- MULTI-TASKER
- PERSISTENCE
- STRATEGIC PLANNING
- RESOURCEFULNESS
- MICROSOFT OFFICE/COMPUTER SKILLS
- COMMUNICATION
- RESEARCH SKILLS
- ADAPTABILITY
- GOOD JUDGEMENT
- TEAMWORK
- LEADERSHIP

EDUCATION

Trinity Washington University
August 2013–November 2014

Friendship Collegiate Academy
August 2009–June 2013
Leadership Criminal Justice Program, Drama Club, Student Government Association, Friendship News Network, Student Teacher Assistant

VOLUNTEER EXPERIENCE

Washington National Youth Baseball Academy
Cornerstone Schools of Washington, D.C
Office of the State Superintendent of Education
Mayor's Office: Serve DC
Stoneridge Horning Brothers
Community Research Group CDC
Takoma Baptist Church Nursey & Art Center

EXPERIENCE

Kids Comprehensive Services

Site Coordinator

03/27/17–present

- Connecting families with early childcare and education opportunities.
- Connecting educators with professional development and providing technical assistance.
- Answering the phones and responding to emails.
- Organizing and managing internal mail, faxes and courier packages.
- Tracking and organizing documents and materials in various systems such as QuickBase, Lending Library, etc.
- Maintaining and updating all hard copy and electronic files with Microsoft Office, Google Docs and assisting with professional development when required.
- Other duties within the scope and purpose of the job, as requested by the site manager

Levy Restaurants @Washington Nationals Ballpark

Cashier

03/16/16–09/30/19

- Operating the POS cash register.
- Preparing daily food items, using proper safety precautions and sanitary measures.
- Assisting with set-up and organization of the concession stand.

Mayor Marion Barry DC Summer Youth Employment Program (MBSYEP)

Summer Staff Assistant Intern & Summer Receptionist Intern 08/05/11–09/30/19

- Creating a spreadsheet to input substance abuse survey data at DOH.
- Researching and creating a substance abuse prevention project aimed at youth at DOH.
- Assisting with inputting electrical permit data into system at DCRA.
- Other duties within the scope and purpose of the job, as requested by the site manager such as answer phone calls and email, filing, copying, updating hard copy files, assisting with creating lesson plans, etc.

Chipotle @ Glover Park

Cashier/Team Member/Takeout Specialist

03/16/16–10/24/14

- Operating the POS cash register.
- Preparing daily food items, using proper safety precautions and sanitary measures.
- Cleaning and organizing eating, service, and kitchen areas