

# Diane First Year

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## EDUCATION

Virginia State University, Petersburg, VA

May 2022

Bachelor of Science in Computer Engineering

GPA: 3.1

Honors List

*Work approximately 15 hours a week while maintaining a full-time student schedule*

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## EXPERIENCE

Academic Success Center, Virginia State University, Petersburg, VA

September 2019-Present

### ***Office Assistant***

- Assist staff with administrative tasks including answering phones, photocopying, filing, and organizing center resources
- Provide excellent customer service experience by meeting and greeting students in a friendly manner
- Collect and input student information into a database

Camp Grossman, Columbia, MD

June-August 2018

### ***Swimming Instructor***

- Taught six swimming classes, students' ages ranged from 4 to 12 years old
- Emphasized ability to work with people of all ages
- Served as a lifeguard; trained in CPR and First Aid

Applebee's, Columbia, MD

June-August 2017

### ***Waitress***

- Trained new employees and assisted management with reconciling cash register and receipts
  - Provided excellent customer service by maintaining a positive attitude and managing several tables each shift
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## LEADERSHIP & ACTIVITIES

- Member, National Society of Black Engineers (NSBE) 2019-Present
  - Member, VSU Concert Choir 2018-Present
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## SKILLS

- Conversational Spanish
- Microsoft Word, Microsoft PowerPoint, Microsoft Excel, SPSS, GarageBand