

Professional Summary

Professional summary- Motivated student pursuing a degree in Cybersecurity with a strong foundation in customer service, organizational skills, and administrative support. Creative problem-solver adept at managing multiple priorities, maintaining attention to detail, and working collaboratively in team-oriented environments

Skills

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong verbal and written communication
- Excellent organizational and multitasking abilities
- Time management and leadership

Experience

Receptionist/Customer Service Associate

Starbucks, Laurel, MD

May 2024 - September 2024

- Delivered exceptional guest experiences, addressing inquiries with professionalism and efficiency.
- Managed financial transactions and ensured accuracy in compliance with company policies.
- Maintained organized records of transactions and shift performance.
- Assisted in scheduling and inventory management.
- Supported team operations by restocking supplies and maintaining a clean workspace.

Administrative Support Specialist

Women in Cybersecurity Club, Anne Arundel Community College

September 2024 - Present

- Recorded and distributed meeting minutes to ensure accurate documentation of discussions and decisions.
- Managed communications, including emails and event announcements, for seamless information dissemination.
- Organized meeting schedules and coordinated event logistics.
- Maintained comprehensive digital records of club activities for future reference.

Tutor and Administrative Assistant

Learn To Be, Laurel, MD

January 2022 - April 2023

- Provided academic support to students, tailoring instruction to meet individual needs.
- Developed lesson plans and maintained organized schedules and progress reports.
- Communicated with parents and educators to ensure alignment on academic goals.

Online AI Modeler *Freelance – Remote*

November 2023 - Present

- Helped train AI models by preparing and organizing datasets.
- Worked with teams to test AI models and improve their results.
- Gained hands-on experience in using tools for AI model training and evaluation.

Education

Anne Arundel Community College, Arnold, MD
Associate of Science in Cybersecurity (Expected 2026)

Meade High School, Fort Meade, MD

Graduated: June 2024 | GPA: 3.8/4.0 | Honors: Cum Laude

Affiliations - Member, Madam Ambassador BPIA