

JANAE C. CHERRY

1025 W. 43rd St. Apt 8304

Norfolk, VA 23508

(804) 399-0407

Jcher021@odu.edu

OBJECTIVE

To obtain a career in the Public Relations field

EDUCATION

Old Dominion University, Norfolk, VA

Candidate for Bachelor of Science May 2013

Major: Communications, GPA: 3.73

WORK EXPERIENCE

Office of Guidance Services and Student Records – Virginia Beach, VA 10/11-present

AVID Tutor

*Assisting middle and high school students in the Advancement Via Individual Determination college readiness program

*Conducting tutorials on problematic subjects for middle and high school students

Old Dominion University – Norfolk, VA 05/10-present

Student Assistant, Student Transition and Family Programs, Norfolk, VA

01/11-Present

*Assisting in the hiring of summer orientation counselors

Serve as receptionist, answer incoming phone calls on multi-line phone and respond to public inquiries regarding the orientation program in a courteous manner within scope of knowledge and refer to other persons in the Division as appropriate.

*Perform copying, filing, and typing duties as needed.

*Respond quickly and efficiently to customer needs

Orientation Counselor, Student Transition and Family Programs, Norfolk, VA 05/10-01/12

*Assist incoming freshmen and transfer students on concerns about the University.

*Assisting parents in concerns regarding the University.

*Conducting ODU from a Student Perspective information sessions.

*Hosting technology sessions to acquaint students with ODU's class registration software

*Providing tours and escorting guests around the University's campus.

Student Worker, Diehn Fine and Performing Arts Music Library – Norfolk, VA 09/10-05/11

*Responsible for assisting patrons in finding needed materials.

*Maintained a neat environment by re-shelving musical scores, LPs, and CDs.

*Performed duties such as checking out material to patrons and locking up the library and returning the building key to ODU Police on a nightly basis.

Sales Associate, Aeropostale – Norfolk, VA 09/11-04/12

*Provided excellent service in retail store

*Worked as a cashier and performed tasks as needing including: assisting customers, creating store floor sets, restocking shelves when necessary, keeping fitting rooms clean, and counting registers nightly.

LEADERSHIP DEVELOPMENT

Old Dominion University – Norfolk, VA 08/09-present

*Member, Delta Zeta Sorority 09/11-present

*Member, Golden Key Honor Society 01/10-present

*Public Relations Chair, Delta Zeta Sorority 01/12-12/12

*Participate, Leadershape 05/2012

*Participant, Women's Institute for Leadership Development 02/11-03/11

*Member, Monarch Manic 08/09-08/10

COMMUNITY SERVICE

Volunteer, Delta Zeta Sorority 09/11-present

*Worked alongside other Delta Zeta Sorority members in various community service events such as: Relay for Life, creating stuffed bears at Build-A-Bear to be donated to hearing impaired children, participated in annual Turtle Tug competition to raise money for The Painted Turtle Camp, assisted in Diabetes Walk in Virginia Beach, among other events.

COMPUTER SKILLS

Microsoft Office Suite 2007, 2010

PowerPoint

Old Dominion University's Banner Document Management System