

DANIELLE V. WASHINGTON

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EDUCATION:

Spelman College

Bachelor of Arts Degree, 2012

Major: Music

Atlanta, Georgia

Concentration: voice

GPA: 3.16

SPECIAL SKILLS/PROFICIENCIES: QuickBooks, Data Entry, Access ACS, Customer Service and Quality Assurance

WORK EXPERIENCE:

Word of Faith Family Worship Cathedral

Accounting Assistant

Austell, GA

July 2015-Present

- Manage and update member contributions using ACS Technologies system
- Manage and update company bank accounts using QuickBooks
- Manage and keep accounting records
- Field calls and ensure quality assurance

Executive Assistant to Youth Pastors

Austell, GA

June 2014-July 2015

Primary Responsibilities

- Organize and manage calendar of Youth Pastors' and youth ministry consisting of 350+ youth
- Book speaking engagements, manage email and phone volume
- Provide administrative support for girls mentoring program consisting of 44: booking outings, coordinate transportation, administrative and logistical support
- Assist in planning, coordination, and facilitation of all special events
- Assist in planning, organizing, logistics, and facilitating youth services consisting of 350+ youth
- Book speaking engagements, organize and coordinate leader meetings

TRC Staffing Agency

Sterling Heights, MI

April 2014-June 2014

Morpace

- Conducting outbound calls to collect data for market research in a variety of fields
- Screening customer satisfaction in regard to services rendered
- Engaging clients through questionnaire to gain knowledge and provide information for qualitative and quantitative research

Elba Laboratories

- Packaging and processing of products, prepping them for shipment
- Quality inspection of products, making sure only products passing screening get packaged
- Damaging out of tarnished goods, and proper disposal

Abercrombie & Fitch

Atlanta, GA-MI

February 2013 – November 2013

People/Impact Assistant Manager

- Team player; central in maintaining an attitude of "We" among store and company-wide.
- Trained and coached new and current associates in policies and procedures of company
- Conducted interviews for potential team members
- Consistent in meeting weekly recruiting goals, occasionally exceeding them.
- Handling and preparing deposits, accurately counting registers
- Integral in handling customer service questions and complaints, guaranteeing a satisfied faithful customer.
- Delegated duties and responsibilities to ensure overall impact procedures were in compliance and operations ran smoothly.