**Alexandria Pollard**

8400 Rollingmist Lane, Chesterfield, VA 23838

804-614-5189

allypollard001@gmail.com

**EDUCATION:**

*Bachelor of Science*, Emory & Henry College May 2019

Prospective Major: **Business Administration – Management**  Emory, VA

*Advanced Diploma, Health Science Seal*  May 2015

Cosby High School Midlothian, VA

GPA: **3.6**

**EXPERIENCE:**

**IT Student Assistant** September 2015 – Present

Kelly Library, Emory & Henry College Emory, VA

* Enter data about wireless adapters and equipment across campus
* Troubleshoot phones and internet connections

**Volunteer Concession Stand Attendant** November 2013 – January 2015

Cosby High School Midlothian, VA

* Assisted with set up and breakdown of concession area and cooking preparation
* Handled financial transactions and provided customer service

**Summer Camp Counselor** June – August 2013 – 2014

Foundations Basketball Summer Camp Midlothian, VA

* Supervised 25 to 30 camp participants between the ages of 4 and 17 years old
* Taught basketball fundaments through group activities
* Provided administrative assistance and first aid as necessary

**SKILLS:**

Microsoft Word, Excel, and PowerPoint

Keynote, Pages, and Numbers

GoPro

**ACTIVITIES:**

Member, Women’s Basketball Team

Emory & Henry College October 2015 – Present

Cosby High School September 2011 – March 2015

Cross Over Hoops Traveling Team November 2009 – August 2014

Member, National Beta Club February 2013 – May 2015

Member, Spanish Club September 2011 – May 2015

Officer, Lightning Legion Spirit Club September 2013 – May 2015