**[Office Assistant](https://www.postjobfree.com/resume/ad0c8y/office-assistant-virginia-beach-va)**

**Location:**Virginia Beach, VA

**Posted:**October 14, 2023

**Contact Info:**

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**Resume:**

?GENE A. LAMBEY JR.

Lambeygene@gmail.com 240)553-4776

EDUCATION

Virginia Wesleyan University, Virginia Beach, VA

Bachelor of Arts degree in Arts (5/21)

CERTIFICATE OF TRAINING

AT &T Summer Learning Extern (June 2020 ? July 2020)

Completed entry level training in human resources, finance, advertising, media, technology, communications, and leadership

SKILLS

Software Computer Skills: Microsoft Office Suite ? Adobe Photoshop ? Adobe Illustrator ? Adobe InDesign ? Google Drive ? iMovie ? Kdenlive Video Editor ? E-Mail System (gmail)

Hardware Computer Skills: Desktop Computer ? Laptop ? Printer ? Scanner

Core Competencies: Organizational Skills ? Communication Skills ? Analytical Skills ? Creativity Skills ? Artistic Skills

WORK EXPERIENCE

AFRO NEWSPAPER, Washington D.C.

AFRO Newspaper Freelance Writer, June 2023

? Writing editorials and articles for the AFRO Newspaper on a freelance contract; interviewing different types of people

GEORGETOWN RUNNING COMPANY, Washington D.C.

Georgetown Running Company Store Outfitter, September 2022

? Currently working part-time in assisting customers on the store floor in purchasing running shoes, scanning the customers? feet for data analysis and working the cash register

PARTNERSHIP SCHOOL, New York, NY

Short-term Graphic Design Intern, May 2022

? Temporarily created banner designs for the Partnership Schools under a short term internship

JOHN F. KENNEDY CENTER FOR THE PERFORMING ARTS, Washington, D.C.

Kennedy Center Usher April 2022

? Guiding and directing guests to their seats before the start of performances

VIRGINIA WESLEYAN UNIVERSITY, Virginia Beach, VA

Graphic Designer (Volunteer) for the Marlin Chronicle 2019-2020

? Created and designed graphics and artwork for printed and electronic media

PENNSYLVANIA AVE HOUSE DEVELOPERS, Washington, D.C.

Office Assistant Intern June 2018 ? August 2020

? Administratively managed the invoice process ? to include review, sorting, and filing

? Assisted in other administrative duties as required

DC SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP-FITNESS AND HEALTH),

Washington, D.C.

Summer Camp Counselor June 2019 ? July 2019

? Responsible for the creation of shirt designs for the campers

? Created programs that strengthened the campers? technical and communication skills, utilizing the arts

? Created art and exercise activities for the campers

DC SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP ? SAFEHOUSE DC),

Washington, DC

? Created storyboards utilizing art and graphic design software

? Recorded media within the film department

GIFTED ACADEMY, Washington, D.C.

Art Teacher June 2014 ? August 2016

? Assisted the Program Director in creating lesson plans utilizing graphic design

? Taught primary and elementary students drawing techniques

OTHER ACTIVITIES

Track and Field athlete at Virginia Wesleyan University (2018 ? 2020)

Volunteer (Homeless Shelter Program) at Virginia Wesleyan University (January 2018)

Volunteer (Share Program) St. Benedict the Moor Church, (2015 ? 2020)