

12515 Lusbys Lane
Brandywine, MD 20613
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Ravyn M. Mercer

SKILLS

Microsoft Office proficient, typing skills, I.T. background, and customer service skills

EXPERIENCE

Bright Beginnings Daycare and Nursery LLC, Brandywine, MD – Assistant

March 2022 – Present

- Prepare meals and feed children
- Maintain a clean and safe play area
- Change diapers/clothes
- Record kids daily activities
- Follow the set schedule the daycare provider has established
- Supervise children during playtime
- Communicate with parents about their child's day

Target, Waldorf, MD – Guest Advocate

March 2020 – Present

- Greet guests while assisting them with checkout
- Deliver orders to guests vehicles in a timely manner
- Restock shelves with merchandise
- Clean around the check lanes to maintain a clean work area
- Make sure guests are aware of current promotions
- Solve problems guests may have and refer to management if needed
- Sort and pack customers orders

Prince George's County Alumnae Chapter of Delta Sigma Theta, Largo, MD

September 2015 – December 2018

- Complete science and technology experiments
- Community service projects

Journey of Faith Church, Waldorf, MD

June 2009 – May 2018

- Assisted dance instructor to choreograph dance routines
- Lead dancers in exercises to warm up in rehearsals

- Ministered to congregation through dance movement

Hapmudo Martial Arts Studio, Clinton, MD - *Volunteer*

June 2017 - September 2017

- Assisted with sorting and folding the t-shirt inventory
- Helped children prepare their lunches
- Lead children in martial arts exercises
- Assisted summer camp leaders with activities for over 25 children

Waldon Woods Elementary School, Clinton, MD - *Volunteer*

July 2017 - August 2017

- Delivered books to assigned classrooms
- Scanned and organized books
- Assist teacher with inventory of school supplies

EDUCATION

Gwynn Park High School, Brandywine, MD - *High School Diploma*

September 2017 - June 2021, GPA 3.3

Air Force JROTC

- Flag detail
- Collected, passed out, and alphabetized papers
- Read announcements

Information Technology Academy

- Coded by using HTML5, CSS3, and JavaScript
- Created websites
- Learned all the parts of a computer

College of Southern Maryland, LaPlata, MD

August 2021 - Present

AWARDS

- Honor Roll - 2017 - 2018
- Spanish Award - June 2017
- National Junior Honor Society - May 19, 2016