

Donnelle Heslop

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EDUCATION

LEHMAN COLLEGE/CUNY | BRONX, NY

Bachelor of Science; Major: Biology GPA: 3.2

Expected: May 2021

BRONX COMMUNITY COLLEGE/CUNY | BRONX, NY

Associate of Science; Major: Biology

May 2019

RELEVANT COURSEWORK

Genetics

Neurophysiology

Psychology of Learning

Physics I & II

EXPERIENCE

FOREVER 21 | NEW YORK, NY

Clothing Sales Associate, June 2019 – October 2019

- Maintained the stores appearance by keeping items in order
- Interacted with customers to ensure proper assistance by answering questions, comments, and concerns
- Processed customers transactions in a friendly and efficient manner

WONDERFUL WINDOWS | BENSLEM, NY

Customer Service Representative, July 2017 – August 2018

- Processed and placed orders with vendors cross checking for updates and accuracy
- Scheduled appointments for window measurements and installations in clients' homes
- Followed up on orders to make sure they were delivered in a timely manner ensuring customer satisfaction

BRONX COMMUNITY COLLEGE/CUNY | BRONX, NY

Administrative Assistant, May 2016 – August 2018

- Greeted students, answered and directed phone calls while ensuring students' needs were met
- Assisted in the fluidity of exam distribution as well as grading
- Scheduled and coordinated staff meetings, and filed and distributed documents and mail

SKILLS AND ABILITIES

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Google Suite
- Adobe Photoshop
- Interests: Creative writing and drawing