



AHJAH EVANS

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A dependable and compassionate worker, who has administrative experience and enjoys creating an easy going work environment

WORK EXPERIENCE

Office Assistant

08/2019 to 03/2020
Sixth Mount Zion Baptist
Hampton

assistants handle organizational and clerical support tasks. including organizing files, scheduling appointments, writing copy proofreading, receiving guests and executing any tasks big or small

Lifeguard

Present
Signature Pools Management LLC.
Hampton

Lifeguards explain and enforce safety rules, rescue people in danger, and use their knowledge of first aid to save lives. Maintain clean water supply and PH balance to ensure the pool is safe, while taking a daily data analysis

SKILLS

Management - 1 year

Communication - 10+ years

Data Entry - 1 year

External - 10+ years

Problem solving - 10+ years

EDUCATION

Southwest Edgecombe High School

High school or equivalent

High School Courses

Pinetopes, North Carolina

02/2018 to 05/2018