

# Danielle M. Young

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## Objective

Use strengths in organization, communication, and time management to seek new opportunities and advance my career.

## Experience

### **Clerk, Meijer**

Grand Ledge, Michigan — November 2012-Present

I worked in the fashions department of the Grand Ledge Meijer. Myself along with my coworkers were in charge of maintaining the cleanliness and freshness of products offered in the men's, women's, kid's, shoe's and baby departments.

#### *Responsibilities*

- Providing prompt and friendly customer service
- Maintaining a clean and organized department
- Following FIFO procedure in maintaining the freshness of products
- Retrieve, sort, and put returned items in proper locations
- Follow proper safety procedures in performing tasks

### **Professional Clothier, Dardis Academy**

Charlotte, Michigan — May 2014- July 2014

Interned as a professional clothier with the Dardis Academy. I provided men in the Charlotte area with Dardis brand quality men's apparel.

#### *Responsibilities*

- Completed one week of executive communications training in Chicago
- Reaching out potential customers
- Keeping track of customers contacted

## Education

### **Lansing Community College**

Degree — August 2012-Present

I am attending Lansing Community College full time working on a General Associate degree to prepare for transfer to a four year college.

#### *Accomplishments*

- President's List
  - Spring 2014
- Dean's List
  - Spring 2013
  - Fall 2013
- Member of LCC's Honor Society Phi Theta Kappa

- Spring 2014-Present
- Maintained a 3.62 GPA

## Skills

- Windows Office including:
  - Word
  - Powerpoint
  - Excel
- Google Docs
- Public Speaking
- Communication
- Organization
- Time Management

## References

Available upon request.