

Ima Knight

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EDUCATION

- Marian University – Indianapolis, IN** Expected May 2020
- Major in Psychology and Political Science
 - Pre-Law Concentration

LEADERSHIP EXPERIENCE

- Doyle Hall Council** Oct. 2016 – Present
Vice President
- Coordinated council meetings including meeting preparation, obtaining member input, and planning for future meetings

- Doyle Hall Council** Oct. 2016 – Present
President of Marketing
- Marketed council meetings via social media campaigns, the creation of flyers, and word-of-mouth promotions

WORK EXPERIENCE

- Mancino's – Kokomo, IN** Jan. 2015 – July 2016
Shift Leader / Manager Trainee / Busser
- Oversaw colleagues in the absence of store manager
 - Trained new employees in their daily responsibilities and in the provision of friendly customer service
 - Prepared food accurately and in a timely manner

- Burger King – Kokomo, IN** Nov. 2013 – Jan. 2015
Cashier / Dishwasher
- Operated drive-thru quickly and accurately
 - Provided support to team members as needed

VOLUNTEER EXPERIENCE

- Pals for Paws – Kokomo, IN Mar. 2010 – Present
- Childcare – Indianapolis, IN & Kokomo, IN Jan. 2011 – Present
- Nursing Home – Indianapolis, IN & Kokomo, IN Mar. 2012 – Present

SKILLS

- Strong interpersonal skills
- Efficient with technology
- Strong written and verbal communication skills
- Punctual and reliable