

# Francie Firstyear

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## EDUCATION

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**University of Richmond**, Richmond, VA May 2022

*Intended Bachelor of Science in Business Administration*

Bonner Scholar (serve 10 hours a week in a community non-profit)

**Godwin High School**, Richmond, VA June 2018

GPA: 3.98

## EXPERIENCE

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**YMCA**, Richmond, VA January 2019 – Present

*Youth Swim Instructor*

- Teach several weekly swim classes for children between 6 and 8 years old
- Recognize and immediately respond to pool emergencies
- Enforce policy and report unsafe conditions

**Turning Point Shop**, Richmond, VA November 2017 – December 2018

*Sales Associate*

- Promoted an environment conducive to friendly customer-associate interaction
- Communicated with others to maintain sales floor and complete customer transactions
- Followed all policies and procedures throughout all shifts

## ACTIVITIES

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**United2Heal**, Richmond, VA October 2018 – Present

*Volunteer*

- Collect and pack medical supplies for shipment to medically underprivileged countries
- Attend chapter meetings to stay informed on shipment progress and events

**National Honor Society**, Richmond, VA August 2016 – June 2018

*Treasurer*

September 2017 – June 2018

- Managed and recorded all chapter transactions
- Maintained a detailed account of the chapter's financial status
- Made recommendations regarding chapter financial activity

## SKILLS & INTERESTS

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Computer Skills: Microsoft Word, PowerPoint, and Excel (Expert); SPSS (Novice)

Language Skills: Spanish (Conversational)