

Jamie Elliott

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Permanent Address:

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Washington, DC 20007

Objective

To obtain a position where I can efficiently accentuate my teamwork skills, as well as enhance my hospitality/customer service abilities in the business world.

Education

The George Washington University, Washington, DC

May 2019

B.A., Intended Major(s): Anthropology

Minor: Business Administration

Coursework includes: Philosophy of the Environment, Managerial Accounting, Hospitality, Management and Tech Info Systems

GPA—2.5

Woodrow Wilson High School, Washington, DC

June 2015

GPA—3.67, Co-Captain of Girls Varsity Tennis Team, Member of National Honor Society

Work Experience

Madame Tussauds

Summer 2017- Present

Madame Tussauds, SYEP, Washington, DC

Summer 2017

The international wax figure museum, that provides customer service throughout the exhibit and extended services such as wax hands and the gift shop that is available to every customer.

Skills: Provide excellent customer service, ability to manage tasks given by managers and supervisors, create comfortable ambiance for customers, ability to be creative to incorporate to the ambiance and for the customer, ability to engage customers at all sections of the exhibit, ability to take and sell photos.

Country Club at Woodmore

Summer 2017

The country club residing in Maryland, that holds banquets upon request, entails restaurant and poolside services, and holds events in general that pertain to social and personal occasions.

Skills: Ability to provide excellent customer service at both banquet and pool side, service food to customers, maintain kitchen, work within team environment, follow given instructions from managers, being able to decorate, manage a variety of tasks/multitask.

Studio Theatre, SYEP, Washington, DC

Summer 2016

A theater-based company that holds a conservatory for acting lessons for all ages, and provides theatrical performances.

Skills: Ability to print, scan, fax documents; review playwrights/plays for further detailing; ability to file documents; use of excel, Microsoft, PowerPoint; input financial data within systems

Finance Intern

The Musicianship, SYEP, Washington, DC

Summer 2013-2015

A charitable, non-profit organization that facilitates music lessons, and imparts specialized instruction for band performances and recitals.

Skills: Working in team environment, following instructions given by directors, taking critiques from directors, performing on command.

Trumpet Player

Volunteer Experience

Taste of Africa 2017: Africa into the Future, GWU ASA, Washington, DC

March 2017

Assisted in the production of the Taste of Africa event hosted by GWU's African Student Association:

Catering services, Cleaning services, Production Management, Lighting Coordinator

Activities

USTA, Member, 2015-Present

General Skills

Has knowledge of Microsoft, Excel, and PowerPoint

Basic proficiency in Spanish

Has knowledge in photography

References

Mr. Phil Hart

4512 Amherst Road

College Park, MD 20740

(Cell) (202)427-8403

Mr. Shawn Osborn

Boys & Girls Clubs of Greater

Washington Headquarters

4183 Benning Road NE

Washington DC 20019

(Cell) (202)397-2582

Ms. Giovanni Jones

Country Club at Woodmore

12320 Pleasant Prospect Rd.,

Mitchellville, MD 20721

(Cell) (443)-867-6423

Personal:

Ms. Cassandra Dixon

Bryn Mawr College

(Cell) (202)423-0029

DAVIS GRILLEY

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY, School of Business
Bachelor of Business Administration, Business Economics and Public Policy
Minor, English

Washington, DC
May 2018

WORK EXPERIENCE

NATIONAL RAILROAD PASSENGER CORPORATION dba AMTRAK Washington, DC
Central Reporting Office/Office of Safety Data and Analytics, Accident/ Incident Intern January 2016-Present

- Recorded hearing loss of employees, entered information into databases, and coordinated injuries with the Federal Railroad Administration and the US Department of Transportation.
- Communicated with employees across the national system to maintain distribution lists of reportable injuries and accidents in accordance with federal regulations.
- Prepared letters, and recorded responses from injured customers and employees in compliance with company policy and federal regulations.
- Coordinated activities within the system safety office and across the network to ensure that all accidents and incidents are reported promptly and properly, and in accordance with federal guidelines.
- Completed other jobs and tasks as needed for other offices and departments within the company including the Planning, Technology and Public Affairs office; Claims; Emergency Management and Corporate Security; and Amtrak Police Department.
- Interviewed members of the safety data team to record an analysis of all jobs and functions within the office in order to prepare a comprehensive operating guide.

MINNESOTA DEPARTMENT OF TRANSPORTATION

St. Paul, MN

Office of Transit, Student Paraprofessional

June 2015-August 2015

- Created a cross-referenced chart of Minnesota Statutes, Definitions, and Transportation Rules, and presented it to the task force planning meeting.
- Worked with the Bicycle Law Advisory Task Force, and the Chief Counsel's Office to research and organize information relating the Department of Transportation's bicycle rules
- Scheduled and facilitated meetings of the Task Force Subcommittee, drafted proposed legislation, and composed a written report about the findings of the subcommittee.

MINNESOTA DEPARTMENT OF TRANSPORTATION

St. Paul, MN

Passenger Rail Office, Research Assistant, Rail Investments and Operations

May 2014-August 2014

- Researched websites of technology manufacturers as well as published manuals of railroad operating rules and regulations to develop presentations of train control systems used in the United States and relevant to the agency.
- Created and organized a database of common acronyms, government terms, and types of passenger rail service to improve public understanding of operations and investments at the Minnesota DOT.

SKILLS/LEADERSHIP

Technical: Extensive experience with government research services, railroad operations, and customer service.

Volunteer work for Amtrak assisting customer service and corporate security staff at large stations along the system during peak travel periods – Democratic National Convention, Philadelphia, PA, July, 2016; Thanksgiving, BWI Airport, MD, November, 2016; Presidential Inauguration, Washington, DC, January, 2017

Officer of Logistics and Stage Management, George Washington University Bands, Washington, DC 2014-2018

Founding Member/Student Representative, Mahtomedi Alternative Transportation Advisory Board/Safe Routes To School Implementation Committee, Mahtomedi, MN 2013-2014

Daniel R. Kefer

2223 H St NW, Washington, DC 20052 - dkefer@gwu.edu - (484) 889-7545

Education

George Washington University, Elliott School of International Affairs
B.A. International Affairs, Africa Concentration Honors Program
GPA: - 3.76

Washington DC
August 2016 – May 2019

Relevant Coursework: Transportation Geography, International Economics, Development Economics

Catholic Institute of Toulouse:
Diploma of French Speaking Proficiency

Toulouse, France
May – August 2015

Experience

Public Citizen

Public Policy Intern

Washington DC
January 2017 – August 2017

- Researched Muriel Bowser's campaign donations to find 23 illegal overages amounting to \$31,500 and filed a report to the Office of Campaign Finance which attracted significant local news coverage and a response from the mayor.
- Raised awareness and public support for DC Fair Elections Coalition by calling supporters and organizing public meetings through which a bill was introduced to the DC Council with a veto-proof majority.
- Ran two Twitter accounts related to money in politics, gaining an average of 30 followers per week and spreading awareness of current events and activism news.

Circa at Dupont

Server/Trainer

Washington DC
May 2017 – Present

- Ensure prompt and engaging service with new and regular guests as part of a tight-knit team.
- Train new servers to keep the restaurant running smoothly as other servers rotate.

Partnership Village

Volunteer

Greensboro, NC
September 2012 – May 2016

- Served free dinners for the community at the halfway house which alleviated food costs for over 30 families.
- Organized activities for children to have a community bonding time each week including crafts and sports which boosted community integration.

Skills/Activities

Languages: French Proficiency

Skills: Microsoft Office, Canva, Salesforce, Leadership, Conflict Resolution, Self-Starter, Time Management, Adaptability

Activities:

Treasurer, Table Tennis, GWU, January 2017 – Present

Member, Parliamentary Debate Society, GWU, August 2016 – Present

Member, French Club, GWU, August 2016 – Present