

Charlotte Haney

haneycs.2002@gmail.com | (434) 294-4717 | Burkeville, VA

EDUCATION

Christopher Newport University (CNU)

Newport News, VA

Bachelor of Arts in Psychology; Business Administration minor

December 2023

Overall GPA: 3.52

Relevant Courses: Motivation & Emotion, Enterprise Management, Psychology of Personality, Fundamentals of Business

Fuqua High School

Farmville, VA

Advanced High School Diploma

May 2020

Captain of Cross-Country, Basketball, Lacrosse, and Track teams

Overall GPA: 4.1

RELEVANT EXPERIENCE

Events Internship

Newport News, VA

Christopher Newport University Events

September 2022 – Present

- Actively participated in the planning, logistics, execution, and follow-up of campus and community events.
- Exercised strong leadership in supervising teams for the meticulous preparation and execution of large-scale events.
- Served as an integral member of a high-profile team, collaborating closely with our President's office to support and contribute to various strategic initiatives and administrative functions.
- Orchestrated and supervised event registration and check-in procedures, ensuring an efficient process for attendees.
- Learned to establish an electronic data repository for events, enhancing accessibility and data management efficiency.
- Learned how to collect and analyze data and information and apply it to appropriate business management.

Front Desk Associate, Night Shift: 12:30 am - 6:30 am

Newport News, VA

Christopher Newport University, Department of Residence Life

September 2021 – May 2022

- Balanced customer service with risk management expectations.
- Worked autonomously overnight maintaining a meticulous guest log.
- Provide friendly, professional, and courteous customer service at all times.

Server

Midlothian, VA

Cracker Barrel

June 2020 – August 2021

- Ensured customer satisfaction while maintaining 4 to 6 tables at a time.
- Utilized strong problem-solving skills to address customer concerns and provide a positive outcome.
- Upheld a customer-focused attitude by collaborating with staff and management to ensure positive guest experiences.

Dairy Operations Processor

Burkeville, VA

Night Shift: 8:00 pm - 1:00 am

June 2018 – August 2020

- Reliably performed daily responsibilities to meet production expectations successfully.
- Demonstrated self-reliance and resourcefulness with equipment.
- Autonomously responsible for corralling, moving, and milking over 300 cows per shift.

SKILLS

Technical: proficient in social tables, Microsoft Word, Excel, Powerpoint, and Canva