Donya Curry
232 N. Dallas Ct., Baltimore, MD 21231
(410**)** 900-6779 cell, currydonya@yahoo.com

Education

Morgan State University, 1700 East Cold Spring Lane, Baltimore, MD 21251
Bachelor of Science in **Business Management** Graduation Date: May 15, 2010

Skills

Computer: MS Office, Hardware, Internet **General**: Creative, Versatile, and Organized

Employment

Food Service Worker Johns Hopkins Hospital Baltimore, MD 21287

- Responsible for feeding meals to 200 patients daily (2007 - Present)
- Setting up properly the hot/cold food stations
- Maintain a safe and sanitary workplace (ie. Washing dishes, mopping)

Summer Camp Counselor Douglass Homes Community Center Baltimore, MD 21231

- Supervised recreation and feeding of youth [ages 4-12 yrs.] Summers Only (2006 - 2007)
- Organized daily agendas and local trips
- Responsible for the safety and welfare of 30 kids.

Crisis Office Worker Paul Laurence Dunbar Baltimore, MD 21231

- Clerical Duties (ie. Answering phones, Filing, Faxing) (2005-2006)
- Screened Customers for program requirements
- Provided excellent customer service

Community Service

Youth Advisory Board Treasurer Casey Family Center Baltimore, MD 21231

- Performed administrative and office duties (2004 – 2005)
- Responsible for business writings [ie. Proposals and budgets]
- Planned financial budgets and raised funds for center activities

Organizational Affiliations

- Member of the **Society of Human Resource** (SHRM); Local Chapter (CHRA)

References: David Jacobs (202) 431-6122, David Zoogah (443) 885-1691