

# Najma Davis

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## OBJECTIVE

To obtain a management trainee internship that will provide exposure to multiple departments and take advantage of my communication and teamwork skills.

## EDUCATION

**West Chester University**, West Chester, PA

Bachelor of Science in Business Management, December 2021

- GPA: 3.17
- AACSB Accredited School of Business
- Study Abroad in Rome, Italy, September – December 2018

## EXPERIENCE

**Host and Server**, September 2018 – present

Applebee's Restaurant, West Goshen, PA

- Contribute to a welcoming and friendly environment when greeting dining patrons
- Collaborate with a team of 5-8 servers as well as manager to ensure smooth station management in a frequently fast-paced environment
- Resolve customer problems or complaints with food and beverage orders

**Office Assistant**, August 2018 – present

Department of English, West Chester University, West Chester, PA

- Provide clerical support to Departmental Administrative Assistant and Department Chair in the largest faculty department on campus
- Utilize MS Word and Excel extensively to help organize and spell-check information
- Accurately photocopy and files paperwork for student records
- Periodically answer phones and direct callers to appropriate person or office

**Childcare**, 2016 – 2018

Multiple Families, Wilmington, DE

- Responsible for babysitting children of various ages, engaging them in social and educational activities, and preparing meals and snacks

## ACTIVITIES

- Colleges Against Cancer (CAC)
- Habitat for Humanity
- Intramural Soccer

## SKILLS

- Microsoft Word, PowerPoint, Outlook, Excel
- Basic conversational ability in Spanish