

Danielle Ann Hynson

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Education

Christopher Newport University, Newport News, VA

Bachelor of Science in Business Administration, Management, May 2015

Relevant Courses: Operations Management, Organizational Behavior, Marketing Management, Leadership in Business

Work Experience

Food and Beverage Manager

The Federal Club, Glen Allen, VA Summer/Fall 2014

- Managed all aspects of golf course food and beverage concessions
- Distributed duties to other employees
- Created schedules
- Bartended and ran the beverage cart

Survey Research Interviewer

Christopher Newport University's Judy Ford Wason Center for Public Policy, Newport News, VA, Fall/Spring 2013-2014

- Conducted telephone-based surveys

Front Desk Lead

Paul L. Valentine Orthotics & Prosthetics, Richmond, VA, Summer 2012 and Summer/Winter 2013

- Managed all aspects of front desk/check out desk including patient check-in/out, phone inquiries, appointment scheduling and customer payments
- Worked with Opie Medical Software which is a comprehensive clinic management system including patient records, billing and work-flow processes
- Sorted all mail and packages

Front Desk Receptionist and Administrative Assistant

Affinion Loyalty Group, Inc., Richmond, VA, Summer 2011

- Opened office in morning, answered telephones, sorted and dispersed mail and packages
- Greeted clients and handed out passes to allow access to building
- Processed job applicants and scanned confidential documents

Administrative Assistant

South Anna Tool, Inc., Ashland, VA, June 2009 – August 2011

- Performed all office duties including answering phones, billing, ship-outs, and filing

Hostess

Texas Roadhouse Restaurant, Glen Allen, VA January - August 2010

- Performed hostess duties.

Community Involvement

Volunteer

ACES – Ashland Christian Emergency Services, Ashland, VA 2011-2012

- Sorted donated goods, assisted people receiving services and dispersed goods to families

Volunteer

Easter Seal, Glen Allen, VA 2011

- Assisted children with disabilities by helping with homework and projects planned by foundation
- Organized projects for the children such as games to interact with each other, holiday projects, and crafts

Professional Development Experience and Affiliations

Mentorship

The Lee Group, Newport News, VA 2014

- Mentored by Eric Kean through Joseph W. Luter, III School of Business Executive Mentorship Program

Membership

- **Human Resource Management Association**
- **National Contract Management Association**