

Kyana Rookwood

Colonial Heights, VA 23834

kyanahoney@gmail.com

+1 804 338 4203

Never gets into physical altercations, always on time, and prepared for work or class. Friends and family describe me as bright, energetic, funny, positive, cooperative, determined, and social butterfly.

A wonderful team player and always strives to be successful in life.

Authorized to work in the US for any employer

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Work Experience

Cashier

Raising Cane's-Chester, VA

November 2023 to Present

I work the front counter where I ring up orders and handle change. In addition I am assigned to clean tables, sweep floors, mop if necessary, clean windows, and check bathrooms(sanitize or refill them) every 15-30 minutes. When I do not have customers I take out trash and pump sauces for putting up in the freezer.

Manager:

Gilbert Quesada: 442-500-9493

Cashier/Customer Service

Manager

September 2022 to Present

I assist the front desk where I ring up products and do price inquiries. I answer questions of customers and in between time, I stock products on shelves. I stock products by taking items out of boxes from the retainers and putting them in proper places. I also put up sale tags to inform customers of upcoming sales and when I close sometimes at night, I do recover; checking aisles to make sure products are in proper places.

Michaela Curry: 540-603-6647)

Latia Jackson: 804-930-4471

Panera Bread Associate

Panera Bread-Colonial Heights, VA

October 2023 to December 2023

I work the production line where I make soups, sandwiches, salads, and keep my work station clean. I regularly sweep and mop the floors during closing time and make sure my station is prepared/cleaned for the next person taking a shift after me.

Hillary Kendall(hiring manager): 804-350-8348

Fast Food Cashier

Arby's-North Chesterfield, VA

December 2022 to February 2023

Seasonal job during break away from college.

I worked front line where I took orders of customers and handled money. I cleaned the lobby which meant wiping tables, wiping windows and doors, sweeping, then mopping. Also, also cleaned the bathrooms which meant wiping, sweeping, and mopping. In addition, I made smoothies and lemonades. Working the drive-thru was a required task where I took orders, gave out food, and handled money. I never had to make the food as there were people to do that for me.

Cashier/Sales Associate

Family Dollar-North Chesterfield, VA

June 2022 to August 2022

I rang up customer items via barcodes, helped with audit, bag the products, help with checking the products' price tags to see if they needed to be changed, and helped put new products on shelves.

Fast Food Worker/Cashier

Tands, Inc./Bojangles-North Chesterfield, VA

November 2020 to May 2022

Front and drive thru cashier and packer on night shift(sometimes day shift on the weekend as well).

Help my fellow crewmates pack the food, drop fries, drop bo rounds, cook cinnamon twists or boberry biscuits, take the orders from customers, stock my station, gather condiments and refill the cups and cup ware for my stations, as well as sweep the floors. In addition, helps other coworkers finish their tasks and sanitize/clean lobby and bathrooms.

Education

High school diploma

Meadowbrook High School - Chesterfield, VA

September 2020 to May 2022

Skills

- Communications
- Time Management (7 years)
- Organizational Skills (5 years)
- Conflict Resolution (1 year)
- Public Speaking
- Cashiering (1 year)
- Customer service (1 year) (3 years)
- Babysitting (10+ years)
- Writing skills (1 year)
- Cleaning (1 year)
- Restaurant Experience (1 year)

- Food Preparation (Less than 1 year)
- Food Service (1 year) (3 years)
- English (10+ years)
- Expert
- Creative writing (2 years)
- Hair styling (1 year)
- Time management
- Restaurant experience
- French
- Intermediate
- English
- Fluent

Awards

Golden Script Competition 2023

June 2023

Script "Chocolate Doves" placed as Finalist for 2023 season of Golden Script Competitions

HorrOrigins Official Selection

October 2023

Won "Official Selection" title for thriller film, What Lies On the Other Side.

Certifications and Licenses

Driver's License

Groups

Miss Pure White

May 2023 to May 2024

I am royal court member of Phi Beta Sigma fraternity incorporated for the Tri-Alpha chapter at Virginia State University. Some of my responsibilities include going to mandatory meetings and events sponsored/ hosted by the fraternity. On my social media, I must not post inappropriate content to taint the reputation of the organization.

Eddie(571-294-7046) gmail: amoah2016@gmail.com

Virginia Theater Association

October 2023 to October 2023

I participated as an intern for Virginia Theater Association from October 25 to October 29th. This year, high schoolers and middle schoolers came to the Greater Richmond Convention Center to perform for audiences and judges. My responsibility/role was House Manager from October 26th to October 28th.

During my shift, I was responsible for handing out tickets to people with VTA badges or family members with green wristbands. I had to wait outside the door and regulate audience lines as they waited to enter the designated theater room. In addition, I had to control the audience volume as they waited outside to make sure it was not too loud so that ongoing performances would not be disruptive given the thin walls. Once the doors were closed at the scheduled performance time, I could not allow anyone to enter. On October 25th and October 29th, I assisted with setting up/breaking down technical equipment and moving them from one theater to another.

David Garret: email(davidgarrett@vtasite.org)

Brandon Cobb: email(brandoncobbssound@gmail.com)

phone#(757-404-0290)

Trojan Introduction Program

June 2023 to August 2023

Responsibilities of being a Trojan Introduction Program leader was to help give tours to potential future students ranging from the ages of 16 to 18; mainly high school students. On some tour dates we gave tours to middle schoolers or elementary school kids on field trips. During our 7 Orientation Sessions throughout the summer of 2023, we were assigned color groups based on majors. I had to communicate with my group and make sure students and parents were together at all times. If anyone wanted to divert to other groups or needed to get to other buildings at different times, I assisted in leading diverters to different campus buildings and back to the Multi-Purpose Center via walking. TIP Leaders were required to regulate lines for different orientation stations held within the MPC and lead their group members to other stations or lunch. Teaching the group chant was required in addition to adapting to different time conflicting situations. I was co-hostess for at least 2 orientation sessions where I helped my co-hostess open the program and get the audience engaged and excited for the duration of the program.

LaTrece Walden: email(LWalden@vsu.edu)

Purring Hearts

June 2024 to Present

I volunteer to look after the cats and kittens within PetSmart. I sanitize their cubicles, sweep any dust, refill their food/water bowls, clean their litter boxes, sweep the main room and playroom. In addition empty trashes, bleach used scoops, change bedding if necessary, and play with the animals.

Miss Debbie: 757-262-7919

Additional Information

I have accumulated 38 hours of community service at Virginia State University through being a participant of food drives, move in helper during the Summer Bridge Program and Freshman Move In Days , and assisting alumni in events for the 2023 CIAA and MLK Clothing Drive.

Community service listed below are not included in the 38 hours listed above:

28 hours of University tours Latrece Walden(email: LWalden@vsu.edu)

28 hours accumulated from 28 item donations towards Troy&Trina Baby Shower sponsored by Kappa Alpha Psi and their Royal Court.

3 hours accumulated from VSU Open House on 03/23/2024 (email: LWalden@vsu.edu)

17 hours accumulated of community service via Baby Drive also sponsored by the Alpha Alpha Alpha chapter of Phi Beta Sigma. (email: AAA1914vsu@gmail.com)

Purring Hearts: 8 hours accumulated.

In addition, I wrote 10 feature films and 3 short films.