**TIYANA LA VAN**

1624 Carroll Street – Brooklyn, NY – (646) 812-2930 –lavantiy@gmail.com

**SUMMARY**

* Self-motivated, enthusiastic, and committed to professional excellence
* Skilled at handling the public with professionalism and sensitivity
* Effective, organized and resourceful; takes initiative and responsibility
* Creative and adaptable; excellent interpersonal and multitasking skills
* Proficient in Microsoft Office Suite; fluent in American Sign Language (ASL)

**PROFESSIONAL EXPERIENCE**

**Goodwill Industries,** New York, NY 02/2018 – 03/2019

*Production Lead*

* Sorted and processed large volumes of donated goods, prepared goods for by categorizing, hanging, and pricing merchandise.
* created attractive window and sales floor displays to prominently display merchandise
* Liaising with other managers to formulate objectives and understand requirements
* Organizing workflow to meet specifications and deadlines
* Trained new employees on production duties, merchandising standards and how to follow all company protocols

**Locs & Chops Salon,** New York, NY 10/2016 – 01/2018

*Barber/ Stylist*

* Provided hair styling services including haircuts, trims and shaves, wash, treatment and coloring
* Assisted in the daily management and activities for stylist in order to facilitate a professional environment

**Scholars Fun & Fitness,** Brooklyn, NY 09/2014 – 06/2016 *Fitness Activities Specialist*

* Conducted group fitness activities for children ages 10-14 in groups of up to 30
* Developed and conducted seminars to students about nutrition and healthy eating
* Created and distributed wellness education materials to students

**Call Management Solutions,** Columbus, OH 08/2013 – 06/2014

*Healthcare Customer Service Representative/Dispatcher*

* Performed medical dispatch duties, including receiving, recording, and transmitting info between patients/doctors
* Filed patient records and kept extensive notes for calls

**Lenox Enrichment,** Brooklyn, NY 09/2010 – 06/2013

*Dance Teacher*

* Created and taught hip-hop choreography to 40 children ages 6-9
* Implemented team-building exercises to improve skill level and class participation
* Coordinated end-of-year talent showcase for parents and guests

**EDUCATION**

**Bronx Educational Opportunity Center**, Bronx, NY 02/2017-06/2017

* *Master Barber Program; NYS Licensed Master Barber*

**Aspen University,** Denver, CO (Online)

03/2013 – 06/2016

* *Completed coursework towards Associate’s Degree in Early Childhood Education*

**Cobble Hill School for American Studies,** Brooklyn, NY

* *High School Diploma*