

Danielle Rayford

Wayne State University graduate with a Bachelor's of Arts in Global Studies and a minor in Anthropology looking to obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. To build a professional career by working with motivated and dedicated people in a very competitive and structured organizational environment.

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EXPERIENCE

Mort Harris Fitness and Recreational Center, MI — *Equipment Specialist*

September 2022 – June 2024

- Executed maintenance procedures for gym equipment, increasing customer satisfaction and productivity.
- Performed regular inspections and testing to ensure equipment functionality and safety standards.
- Collaborated with teams to identify process improvements, enhancing efficiency.
- Trained new employees on equipment operation and maintenance for a safe work environment.

Global Ties, MI — *Global Scholar*

July 2023 – August 2023

- Facilitated cultural exchange programs, coordinating logistics and creating engaging activities.
- Assisted in cultivation of promotional material for citizen diplomacy initiatives.
- Conducted research on global issues to support cross-cultural understanding.
- Aided in planning and executing events promoting dialogue among participants from various countries.

SKILLS

- Risk Management
- Conflict Resolution
- Scheduling
- Resilience
- Resourcefulness
- Interpersonal skills
- Creative thinking
- Integrity
- Microsoft Office
- Google Suites

LANGUAGES

English, French

Olympia Parking, MI — *Parking Attendant*

May 2022 – August 2022

- Managed parking operations, directing traffic flow and assisting customers.
- Carried out patrols to ensure safety and security of vehicles and property.
- Utilized electronic payment systems to process fees and issue receipts.
- Worked with team to handle peak parking periods efficiently

EDUCATION

Wayne State University, MI — *Bachelor's of Arts in Global Studies, Minor in Anthropology*

September 2019 – May 2024

Concentration in French and Cultural and Linguistic Studies

Overall GPA: 3.0

- Deans List
- Languages: English, French, Japanese
- Intercultural Competence
- Foreign Policies of Major Powers
- World Cultures
- Docent for Gordon L. Grosscup Museum of Anthropology
- Certificate in Practical French