

# Nabeyu Zewdie

1026 45th Street Apartment 1301

Norfolk, VA 23508

Tel: (703) 217- 5924

---

## **Summary of Qualifications:**

Working for the Career Management Center and well as an IT in the Computer Lab of the ODU library has given me an insight on technology. Three years of military school experience that exemplifies leadership and discipline. Also, I work great in a fast pace environment and have prepared and served food with my expert communication skills.

## **Educational Experience:**

- Thomas A. Edison High School
  - Alexandria, Virginia
  - 1 year
- Fork Union Military Academy
  - Fork Union, Virginia
  - Graduated with an Advanced Studies Diploma
  - Consistently on Honor Roll and Dean's List every year
  - Successfully completed two Advanced courses with nothing below a B+
  - 3 years
- Old Dominion University
  - Norfolk, Virginia
  - 3.6 GPA
  - Dean's list for over 2 semesters
  - Majoring in Graphic Design
  - 2<sup>nd</sup> year

## **Work Experience**

### Fork Union Military Academy Summer School

- Counseling high school students throughout the month of July
- Preparing them for the military aspect of the school so they are ready for the school year
- Teaching them common courtesy, politeness, keeping themselves physically fit and overall how to be a man.

- Making sure they maintain their grades and stay out of trouble within the military rules and regulations of the school.
- 

#### Old Dominion University Housing and Residential Life

- Working as a Desk Receptionist assisting and accommodating to the needs of Residents of Powhatan Apartments at Old Dominion University.
- Answering phone calls and take down messages for any residents that call or walk in.
- Message residents of package arrivals and distributes x-keys for residents who have misplaced their keys
- Assist the Director of Housing with any other tasks throughout the day and design posters for Residential Life meetings

#### Ethiopian Community Development Center, Inc.

- Helped finding entry-level employment opportunities and assisting the needs newly arrived refugees and immigrants.
- Drafted letters and various documents as well as general administrative assistance.
- Designing letterheads and other logos promoting the government funded program.

#### Old Dominion University Career Management Center

- Served as the Library Computer Lab's IT Consultant helping students and other computer users how to properly use the computers in the lab and fix any problems they are having.
- Worked as the Assistant to the Manager performing several tasks like filing paperwork, answering calls, organizing documentation and other needs.
- Organized and arranged the Student Career Fair.

#### Papa John's Pizza

- As a Team Member I ensured the quality of the food being served to be beyond expectation.
- Cooking as a Chef, I learned first hand how to create quality food for satisfaction of the customers.
- Quickly adapted to working in this fast-pace and high volume environment.

#### **Awards and Achievements**

- **2<sup>nd</sup> Place for “Live a Safe and Drug Free Life” Artwork - 2006**
- **Honor Roll (Fork Union Military Academy) – 2008, 2009, 2010**
- **Honor Company – 2009-2010**
- **Dean’s List (Fork Union Military Academy) – 2008, 2009, 2010**
- **Rifle Guard Team – 2009-2010**
- **Staff Sergeant – 2009-2010**
- **Platoon Leader – 2009-2010**
- **Drill Sergeant – 2009-2010**
- **Twenty-One Gun Salute for Veteran’s Day – 2009, 2010**
- **Performing various Off and On-Campus Parades for the 3-Star General and the Fork Union community – 2008, 2009, 2010**
- **Most Improved JV Basketball – 2009**
- **Most Valuable Player Varsity Cross Country - 2009**
- **Most Improved Varsity Cross Country – 2009**
- **Captain Varsity Cross Country Team - 2009**
- **Most Valuable Player Track/Field - 2009**
- **Captain 4x800 Team - 2010**
- **Most Improved JV Lacrosse - 2009**
- **Captain Varsity Lacrosse - 2010**
- **Most Valuable Player Varsity Lacrosse -2010**
- **National Society of Collegiate Scholars – 2011**
- **Dean’s List (Old Dominion University) – 2010, 2011**