

Rionna Cooper
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1400 Brush Row
Wilberforce, OH
(313)-722-0744

Education

Central State University – Communications-Print
Journalism

Wilberforce, OH

Expected graduation date-May 2014
Bachelors of Arts Degree

Casa Richard Academy High School
Graduation date-June 3, 2010
Diploma

Detroit, MI

Skills

Microsoft Office (Word, Excel, PowerPoint) (60 wpm)
Communication Skills
Maintenance
Advanced Math and Reading

Work Experience

June 2006 – August 2012

Westside Cultural & Athletic Club
Volunteers and Coaches Program – Wayne State University
Senior Citizens Home
“Helping our Community”

Detroit, MI

Duties

Cleaned and rearranged living area in citizens building
Supervised youth during summer activities
Assisted children and adults with registration
Cheerleading Coach
Chaperoned students during field trips

June 2006 – August 2012

Westside Cultural & Athletic Club

Detroit, MI

Student Assistant

Assisted teachers with grading of assignments
Tutored students in subjects including math, writing, and reading assignments
Served as a chaperone for students ages 14-18 on field trips
Performed administrative task for program supervisor which included filing, attendance, and handling incoming calls
Cleaned and assembled flower pots
Planted flowers for spring retail

September 2009 – June 2010
January 2010-May 2010

Casa Richard Academy
Central State University

Detroit, MI
Wilberforce, OH

Youth Staff

Collected applications and various information from children
Announced upcoming events and plans
Prepared productive learning activities for youth
Cleaned up play area (including indoor and outdoor) throughout the day

