

# Jossalyn Dolin

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## Work Experience

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### **Guest Service Representative**

THE CLAY CENTER FOR THE ARTS & SCIENCES - Charleston, WV  
August 2021 to Present

In this position, I help guests purchase tickets to both our museum and concerts. Along with this, I help give out any general information guests need to know, answer phone calls, and direct people to where they need to go. During this job, I have worked with people like the West Virginia Symphony, touring Broadway productions, The Beach Boys, Nelly, Need to Breathe, and REO Speedwagon.

### **Head Coach**

Danville Hawks - Danville, WV  
May 2019 to Present

I previously volunteered as head coach of the twirling team of the Danville Hawks. In this role, I not only coach and mentor my team but, handle concession requirements, cash handling at the gate, volunteered at fundraisers, and clean-up duties.

### **Sales Associate**

Home Goods (TJX company) - Charleston, WV  
December 2020 to July 2021

As a sales associate, my job duties include cash handling, customer service, merchandising, stocking shelves, processing shipments, maintaining a high level of cleanliness to the sales floor, and being an effective team member for any new projects or policies that the store needs to implement. Being able to multi-task was needed in my role as well as being able to change the direction of my daily activities.

## Education

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### **Junior High School Education in College prep**

Scott High School - Madison, WV  
August 2017 to Present

## Skills

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- Fundraising
- Mentoring
- Sports Coaching
- Microsoft Office
- Presentation Skills

- Swimming
- Writing Skills
- Organizational Skills
- Guest Services
- Guest Relations Experience