

# Ja’Nyah M. Carlisle-Mayo

16 Bonnie Court, Unit 11 ♦ Smyrna, DE 19977  
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## OBJECTIVE

A Sophomore Political Science major at Delaware State University seeking internships, research, or related experiences; ultimate goal is to prepare for and enter the field of criminal justice and law.

## SKILLS

Good interpersonal, verbal and written communication skills; Strong leadership and Organization skills  
Time Management, Critical Thinking and Decision-Making skills  
Technical skills: Typing, Microsoft words

## WORK EXPERIENCE

### LOVING TENDER CARE - Stone Mountain, GA

June 2019

#### Assistant Caregiver

Visited various group homes to assist with everyday elderly and disabled in their everyday living needs; obtained vital signs, weight, temperatures and scheduled follow up doctor appointments, bathing, feeding, and different fun activities.

### EAST CROGAN DENTAL - Lawrenceville, GA

Summer 2020

#### Dental Receptionist

- First line of customer service for all patients and visitors entering our office
- Greet patients, sign them in, schedule future appointments, and handle incoming phone calls
- Verify Patient's personal information & Prepare Charts for Patient Visits

## EDUCATION

### DELAWARE STATE UNIVERSITY - Dover, DE

Bachelor of Science - Political Science May 2024  
GPA - 3.81

Received dean's list spring and fall 2021

## ACTIVITIES

College – Leadership: DSUConnect Student Ambassador

High school - Active bassist, served as the section leader of symphonic orchestra

## REFERENCES

Marla Carlisle - Loving Tender Care (478) 765-5885

Dr. Dominique Saturne - East Crogan Dental (770) 841-6016

Ursula Harvey – DSUConnect Founder (862) 579-0062