

## ABOUT ME

Originally, from New York. I live by the saying "nothing worth having will come easy". With this always in mind, it has helped me achieve various goals and put into place many other pinnacles that I plan to reach.

## CONTACT

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Miami, FL



## EDUCATION

CURRENTLY ATTENDING  
FLYING ACADEMY

 **VIRGINIA STATE UNIVERSITY**  
Bachelors in political science  
2020

 **MONROE COLLEGE**  
Associates in Criminal Justice  
June 2018

# DESTINEY DUNCAN

## OBJECTIVE

To find a company I can grow within. I'm a strong team player, and an even stronger leader. To be a part of a team at which I can showcase my knowledge and experiences as well as learn from those around me would be ideal. One of my best qualities is the ability to bringing my vibrant and upbeat demeanor to any workspace that I'm in, while still maintaining my professionalism.

## EXPERIENCE

### MEMBERSHIP ASISATNT

#### **Fisher Island Club**

(03/01/22-Curent)

Manage recruitment process and assist in training development. Planning and implementing new ideas as well as making sure strategies are useful for the advancement of the company.

### DATA ANALYST

#### **Florida Department of Health (Remote)**

(04/20-03/22)

Analyzing and interpreting data in addition to preparing reports daily. Keeping members of the community up to date with all health safety rules as well as regulations, Monitoring case variations in reference to major climbs or significant lows. Meeting all deadlines daily, weekly, and quarterly.

### INTAKE CASE MANAGER

#### **The Ward Law Group**

(Seasonal)

Building trusting relationships with all clients in addition to keeping clients updates on all moving parts of their active cases. Creating evidence-based strategies in efforts to get maximum results for our customers. Meeting all deadline daily weekly and quarterly

## SKILLS

Project scheduling, Strategic planning, proficient in Microsoft excel, office, word and powerpoint, Fresh Innovative ideas, High Computer Proficiency, Superior customer service skills