

**De Vona Huff**

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**OBJECTIVE**

Energized, dedicated, dependable professional, whom dominates in providing, excellent customer service, in a result driven environment. I am an active advocate, knowledgeable, dedicated, passionate and genuinely concerned and focused on children, adults and families, whom need support in their schools and communities, I consistently review law's protecting human rights, disability laws and education procedural safeguards for Special Education Services in Arizona. I possess excellent written and verbal communication, effective communication, with the ability to motivate a diverse team of 20 plus members. I maintain my composure, while handling, challenging demands, yet still able to resolve a variety of issues, using a variety of strategic methods; without losing the number one goal, which is to satisfy the customer and provide world class, memorable, customer service. I am Seeking an employer with opportunity for growth, advancement, guarantees longevity and employment that will advance into a phenomenal career.

**SUMMARY OF QUALIFICATIONS**

- Dependable/Reliable
- Adaptable to different challenges and fast changing policies
- Organized, with great time management skills
- Team player, with quality leadership capability
- Perseverance

**ACCOMPLISHMENTS**

- Received Employee Of The Year, from Hullaby Landscape 2009-2010 as well as 2013-2014
- National Academic College Scholarships (UW, Idaho University and Oregon State)
- Offered new, exciting and innovative ideas for a Community Center, to help and improve, the youth of Native American's, across the Gila River Indian Community

## **EXPERIENCE**

### **Foundation for the Blind Volunteer Leader July 2016-present**

- Pleasantly and courteously interacted with guests and members of the staff
- Maintained high standards of guest service, during high-volume, fast-paced operations, with an upbeat, positive attitude
- Clean, sanitize, stock and maintain the upkeep of the interior of the Center, as well as prepare for events
- Understanding the importance of being at the forefront of the Center, by greeting guests and future clients right away and providing excellent customer service.

### **Hullaby Landscape**

#### **Administrative Assistant May 2007-August 2019**

- Greet future and current clients and provide excellent customer service.
- Pleasantly and courteously interacted with clients to resolve any issues, with a positive attitude
- Cross-train and coordinate scheduling with crew members, to ensure seamless service.
- Create daily report, profit and loss data, reduce costs and maintain company's books
- Interview and hire potential team members, as well as assist with hiring process

### **Chris Ridge Village**

#### **Dinner Server/Host March 1999-February 2004**

- Set tables, in preparation for dinner service, maintain a neat station, stock with the necessary condiments for the day
- Serve dinner, buss tables, set the tables for the next day and clean, store and stock the kitchen for the next day
- Maintain a clean, safe and fresh area, at all times

## **EDUCATION**

**Career Success High School 2000-2004**

**Green River Community College 2016-present**

Associates of Arts Humanities and Science

(Direct Transfer to U of A 2020)

**Career Success High School**

**Exceptional Student 2000-2004**

Full time student

**Services for the Blind 2004-2007 Training and Intro To Braille**

How to raise a child with disabilities

Advocate for individuals and families, including support, document preparation for IEP amendments or paperwork pertaining to 504, IEP, FAPE AND IDEA, concerns or violations.

References Available Upon Request