

DAMON V. WILLIS
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Professional Summary

I am a highly organized and detailed oriented professional with innovative people skills. I exhibit the ability to be well organized, dependable and enthusiastic about new challenges. I am able to learn and apply quickly and effectively.

School and Training

- Kingsbury Day School - Washington
 - H.S. Diploma 2015

Work Experience

Arts On The Block, Washington, DC – Art Intern

07/2017 – Present

- Assisted art directors in day-to-day development and delivery of creative work.
- Learned various skills from mentors to enhance artwork.
- Worked on social skills to better ourselves as individuals.
- Helped concept, strategize, and produce materials such as logos, social contents, mosaics, portraits and other printed pieces.
- Designed and painted a 60' X 60' mural, which is alongside Chase Bank's building in SE DC.

Kingsbury Day School, Washington, DC – Custodian

07/2013 – 05/2015

- Cleaned and kept in an orderly condition working areas and washrooms of an office.
- Assisted with cleaning classrooms each day.
- Swept and mopped.
- Cleaned restrooms on upper and lower levels.
- Emptied wastebaskets and transported garbage and waste to disposal area.
- Organized and cleaned storage rooms.
- Cleaned cafeteria after lunch breaks.
- Maintained sanitation, health, and safety standards in work areas.

Summer Youth Employment Program, Washington, DC – Office Assistant

06/2015 – 08/2015

- Cooperated with varied staff members from within and outside of the department to attain self-job duties and assist others as required.
- Performed as team player as well as role model for various staff members in organization exhibiting qualities of caring, courtesy, helpfulness and respect.
- Assisted with answering some phone calls.
- Assisted with running errands and collecting timesheets from employees.

Awards & Certifications

- Honor Roll - June 2015
- Art Award 2010 - 2014
- Habits of Minds 2013 - 2015
- Microsoft
- Photoshop
- Visual Art Design and Graphic Design

Reference Available Upon Request

