

DEMETRIUS METCALF

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Summary

Ambitious student eager to apply internship experiences toward full-time employment. Goal driven and energetic seeking to grow with a company in need of top-level support.

Skills

- Microsoft Word, Excel, PowerPoint
- Customer service-oriented
- HIPAA compliance
- Time management
- High level of integrity
- Strong interpersonal skills

Experience

Data Entry Clerk Intern/Project Search Mar 2018 to Current
DTE Energy – Detroit, MI

- Verify aperture cards and eliminate outdated cards.
- Entered information into computer databases using the Documentum program.

Corporate Security Intern/Project Search Oct 2017 to Mar 2018
DTE Energy – Detroit, MI

- Issued security badges and visitor passes to all guests.
- Checked passes and credentials of persons seeking to enter the property.
- Monitor and patrol the facility.

Custodial Worker Oct 2016 to Jun 2017
Veterans Hospital – Detroit, MI

- Gathered and emptied trash and recycling bins.
- Wet mopped and spot mopped public corridors, washrooms and classrooms.
- Moved and carried equipment and furniture.

Education and Training

High School Diploma, General Studies 2018
Drew High – Detroit, MI, USA
Interning at DTE Energy through a 1 year program called *Project Search* affiliated with the Detroit Public Schools Community District.

Accomplishments

Presenter

- Demonstrated strong communication skills at the annual "Spotlight" presentation for *Project Search*.