

# Ciara McDaniel

Fort Mill, SC | 803-431-9441 | ciara.mcdaniel@gmail.com  
linkedin.com/in/ciaramcdaniel

## EDUCATION

North Carolina A&T State University, Greensboro, NC  
**B.S., Business Administration & Marketing, GPA: 3.63** **May 2026**  
**HONORS:** Chancellor's List (2023) Dean's List (2022 – 2024), Merit Scholarship Awardee (2022 – 2026),  
NCNW Inductee (2022)

## WORK EXPERIENCE

Hot 10 Music Group Greensboro, NC  
**Chief Operating Officer Intern** **February 2024 – Present**

- Supported the COO in strategic planning initiatives, contributing to the development and execution of operational strategies aimed at enhancing organizational efficiency and profitability.
- Assisted in the management of day-to-day operations, including project coordination, resource allocation, and performance monitoring across departments.
- Played a key role in special projects and initiatives, such as event planning and execution, artist relations, and partnership development, to support the overall goals and objectives of the organization.

NC A&T Mechanical Engineering Department Greensboro, NC  
**Office Assistant** **February 2024 – Present**

- Acted as a liaison between supervisors and departmental staff, facilitating seamless communication and enhancing collaboration on 20+ projects and initiatives.
- Played a key role in organizing and maintaining departmental resources by categorizing 500+ items, streamlining inventory processes, and ensuring easy access for 50+ faculty and staff members.
- Spearheaded the setup and design of visually appealing bulletin boards within the department, effectively communicating important announcements, deadlines, and events.

Target Rock Hill, SC  
**Fulfillment Associate** **June 2023 – Present**

- Streamlined the processing and fulfillment of customer orders, meticulously overseeing the accurate execution of picking, packing, and shipping procedures.
- Demonstrated versatility through comprehensive cross-training across various roles, fostering effective collaboration with team members and contributing to a remarkable 15% improvement in customer satisfaction.
- Upheld a commitment to superior customer service by promptly addressing guest concerns, showcasing empathy, and resolving issues on the spot, thereby ensuring a positive overall customer experience.

## LEADERSHIP & VOLUNTEER INVOLVEMENT

- |   |  |
|---|--|
| • Noble Brothers & Sisters Inc., <b>Community Outreach Chair &amp; Mentor</b> (2023 - 2024) | • Minorities in Sports, <b>Member</b> (2023 - Present)                 |
| • Carrie Mae's Legacy, <b>Co-Community Outreach Chair</b> (2023 - Present)                  | • SC Aggies, <b>Rotational Intern</b> (2024)                           |
| • Willie A. Deese College of Business & Economics, <b>Senator</b> (2024 - 2025)             | • NCA&T Women's Basketball, <b>Volunteer Basketball Manager</b> (2024) |
|   | • Beyond Sports, <b>Volunteer Lead</b> (2022 – Present)                |
|   | • Society of Women in Business, <b>Member</b> (2024)                   |

## RELEVANT SKILLS

- |  |  |                      |
|--|--|----------------------|
| • Microsoft Office (Word, PowerPoint, Excel) | • Canva                                      | • Project Management |
| • Time Management                            | • Google Drive Suites (Docs, Sheets, Slides) | • Organization       |
|  |  | • Communication      |