

Donye Rice-Ward

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Professional Summary

Motivated and hard-working high school graduate with a strong foundation in economics, supply and demand concepts, and technical skills in automotive maintenance. Passionate about entrepreneurship and business development, combining hands-on experience with an understanding of market dynamics and customer service.

Education

North Central High School, Indianapolis, IN

Class of 2025 – Core 40 Diploma

Technical Achievement in Automotive Maintenance & Detailing (JEL Program)

Experience

St. Vincent Women ' s and Infants Hospital, Indianapolis, IN – Housekeeper

August 11th, 2025 – Present

- Assist nurses by maintaining a clean, safe, and organized environment for patients and staff.
- Perform detailed cleaning duties including mopping, dusting, vacuuming, and sanitizing patient rooms, bathrooms, and nurse stations.
- Manage laundry and restock essential items in residential and commercial areas.
- Ensure high standards of hygiene and infection control throughout the facility.

Staples, Indianapolis, IN – Cashier

June 2025 – Present

- Provide excellent customer service while handling transactions efficiently and accurately.
- Maintain a clean and organized work area to ensure a welcoming shopping experience.
- Support team members in daily tasks and assist in problem solving during peak hours.

Local Nursing Home, Indianapolis, IN – Dining Services

December 2nd – March 16

- Provided hospitable service by serving food and beverages to residents with care and respect.
- Bussing tables and maintaining a clean and organized dining area.
- Supported a welcoming environment and assisted residents as needed.

Skills

Leadership, Time Management, Adaptability, Teamwork, Communication, Problem Solving, Physical Stamina, Hard Working

Additional Interests

Economics and Market Trends, Automotive Technology, Business Development and Entrepreneurship