

## Objective

Student Worker to obtain a full-time counselor position in which my counseling skills and abilities combined with my social skills may be utilized. With an aim to help people reach their potentials, I strive to secure a position where this can be achieved. Seeking a job in order to obtain practical experience to complement my social skills.

## Skills

Solidworks, Catia, Microsoft Office, Social Networking, Microsoft Office, Customer Service, Windows XP, Human Resources, Filing

## Work Experience

### Student Worker III

**ABC Corporation** - November 2016 – Present

- Performing manual jobs such as on-campus deliveries, as well as greeted prospective students and parents and assisted in any way possible.
- Taking information cards filled out by prospective students and put their information into the contact database.
- Assembling gifts, name cards, and other necessities for CPH events, such as speed interviews, orientations, etc.
- Responsible for the delivery of mail to satellite offices for the department of public health on the main campus and health sciences campus.
- Eliciting authorization for and distributing flyers for things related to the department of public health.
- Proofing online campus directory, and entering updated campus directory information into the database.
- Delivering and picking up various documents to other campus offices.

### Internship/Student Worker

**ABC Corporation** - September 2016 – November 2016

- Obtained requisition and/or purchase order information key requests and parking permit requests for staff members.
- Assisted staff with events (order supplies, setup, clean up), maintained the cleanliness of the kitchen area.
- Immediately contacted the appropriate staff member (via e-mail or telephone) to alert them of the shipment.
- Learned about the importance of teamwork and cooperation to promote effectiveness.
- Developed communication and customer service skills within the workplace.
- Serviced internal and external customers with prints, mail distribution, and general inquiries.
- Provided information about establishments, such as the location of departments or offices, employees within the organization, or services provided.

## Education

Associate in SOCIAL WORK - 2015(WESTCHESTER COMMUNITY COLLEGE - Valhalla,  
NY)PSYCHOLOGY - 2013(MERCY COLLEGE - Dobbs Ferry, NY)- 2009(PORT CHESTER HIGH  
SCHOOL - Port Chester, NY)