

# Chiara Russo

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## OBJECTIVE

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Expand my skills in Human Relations to provide experience enhancing my career.

## QUALIFICATIONS

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### Leadership positions:

- Damage Control Petty Officer (2015- Present)
- Moral Petty Officer (2015-Present)
- MK "A" School Yeoman/ Class Leader (2015-2015)
- Treasure of Junior Statements of America (2012-2013)
- Crew Trainer at McDonalds (2010-2011)
- Yearbook Editor (2011-2013)

### Interpersonal Communications:

- Nationally Certified Victims Advocate (2016- Present)
- Interacts with Multiple different Coast Guard Units for other events
- Controls Social Media for Coast Guard Cutter Halibut

### Service:

- Local food pantry organizing food in correct departments
- Organized clothes for RAIN-Rochester branch
- Local blood drive, directing donors in the right direction and making them feel comfortable after the process
- Volunteered Good-Will organizing clothes

## EDUCATION

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### United States Coast Guard MK "A" School

(June 2015- September 2015)

- Class Yeoman/ Class Leader
- Schedule necessary appointments and training
- Maintain roster/ Responsible for all personnel

### United States Coast Guard Boot camp

(May 2014- July 2014)

- Intense 8 week Training
- Watch Coordinator for 60+ recruits

### College at Brockport

(August 2013-December 2014

- Member of the Delta College
- Member of the Green House Living Learning Community
- Involved in the Leadership Development Program

## QUALIFICATIONS

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### Machinery Technician

United States Coast Guard

- Performed multiple Search and Rescue/ Law Enforcement Missions
- Trained new members on multiple new qualifications
- Helped Maintain and fix Cutter Equipment

(May 2014- Present)

### Hostess, Bus Person, Waitress

Shaughnessy's Olde Log Inn, Lake George, New York

(June 2011-May 2014)

- Cleaned Tables and prepared them for new customers
- Greeted new customers and made them feel welcome
- Cleaned dishes, and helped with the prep of food
- Served the customer in a timely manner

### Waitress

(June 2012-August 2013)

Grandma's Back Porch Restaurant, Lake George, New York

- Made the customers feel welcome and at home while taking their order
- Got their drinks and food out in a very respectful manner
- Made sure everything was ok with their meal and kept checking up on them. 8
- Operated the register to make sale

### Hostess, Waitress

(June 2013-August 2013)

Lake George Steamboat Company, Lake George, New York

- Obtain manifest and made sure seats were ready for the customer
- Reported if anyone was missing and called the manager
- Catering services for large events and weddings

## AWARDS

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- Achievement Medal
- Student Board of Recognition Award
- Meritorious Team Award
- Top 10 Scholarship

## REFERENCES AVAILABLE UPON REQUEST