

OBJECTIVE

My objective is to pick up responsibilities to support myself, my family, and my future endeavors.

EDUCATION

Edward R. Murrow • Completion: 2011

- H.S. Diploma

EXPERIENCE**Milk and Honey**

Waffle Cake Master (FOH) • 2017 May 18th – August 20th

- My duties thus far have been to make sure there are enough waffle cakes made for service until close.
- Restocking product before and after every shift. (batter, fruit, custards, and cream cheeses, etc).
- Dishwashing.
- Keeping my station/area clean
- Helping occasionally with making wellness bowls (Vegan Acai & Pitaya based with in-house made Fresh Fruit puree).

Three Dog Knight

Dog walker • 2017 feb. 10th – 2015 april. 26th

- For this job, I had to be on time every time due to the tight schedule of picking up a maximum of 3 dogs at a time from their homes (Upper west side, NY area) and walking them for half hours and full hours.
- Different schedule everyday that I easily adapted to.
- Treasured apartment keys until resignation
- Walked through parks and block in rain, snow, etc.
- Gave water, fed, played with and cared for pets.

Wingspan Arts

Site assistant/ Teaching assistant • 2015 Sep. 16th – 2015 Dec. 11th

- Wingspan Arts is a multi-location after school program at which I worked with children age • 11 as a site assist and teaching assistant in the variety of classes within the program.
- Maintained cleanliness before and after the children arrived.
- I would set up games for the kids before after school activities started and facilitate snacks.
- I took attendance and assisted teachers by overseeing and explaining activities.
- Organize children portfolios

8/31/2017

Gotham Properties

Telemarketing • 2014-2015 September – March

- Making courtesy calls to people in the area needing help with their homes, mortgage, or relocation.
- Provide necessary assistance for particular situation.
- Data entry (Excel)
- Office side work/organization (copying, faxing, filing)

Dog Sitter

2012 - 2014 • FREELANCE

- While the owner went to work, my duty was to watch and care for a red nosed pit, which was a pup when I met him.
- Walking
- Bathing if needed
- Exercising/playing
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SKILLS

- Critical Thinker
- Self – Starter
- Time management
- Excellent teamwork/ people skills
- Excellent communications skills
- Fast learner
- Dependability
- Bilingual

REFERENCES

Vanessa Rosas, 646-492-3316 | Wingspan Site Director / Supervisor
Cindy Ishmael, 917-687-6136 | Telemarketing Division Supervisor
Shirley Duperois, 347-755-6021 | Customer Service Co-worker