

Sia Fillie-Faboe
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School Address
3760 S Figueroa Street Apt 427
Los Angeles, CA, 90007

Permanent Address
6876 Riverdale RD Apt 332
Lanham, MD, 20706

Dear Sir or Madam:

My name is Sia and I am a sophomore at the University of Southern California. I am a psychology and neuroscience double major on the pre-med tract, currently taking level three Italian. I believe I would be a great fit at this job because I am very willingly to work with others in order to get things done correctly and promptly. And because I love to talk and interact with people, I have no doubt that I would excel at this job and positively add to the work environment. Thank you for your time.

Sincerely,

Sia Fillie-Faboe

Education

ELEANOR ROOSEVELT HIGH SCHOOL
Science & Technology Program
Greenbelt, MD
May 2014

- NHS (Conduct Review Committee Head), 4EverFit (President), International Club (Vice President), African Student Association

UNIVERSITY OF SOUTHERN CALIFORNIA
Dornsife School of Letters, Arts and Sciences
Los Angeles, CA
August 2014 – May 2018

- USC Black Student Assembly, Alpha Phi Omega Fraternity, Glamour Gals, Organizing for Action USC Chapter

Work Experience

ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION
Department of Education Paid Intern
Fairfield, NJ
June 2015 – Present

- Helped out wherever necessary
- Tasks from getting lunch, to sorting and typing up documents, anything that needed to be done around the office
- Helping high school students with college advice, essays, applications & résumés.

USC HOUSING
Customer Service Center at the International Residential College
Los Angeles, CA
March 2014 – Present

- Front desk representative
- Helping residents/parents with questions and problems
- Putting in work orders, answering phones, sorting mail, etc.

FIREFLY MUSICAL FESTIVAL
Event Staff
Dover, DE
June 2014

- Served as a guide for guests, directing them places, and answering questions

Volunteer Experience

LATIN AMERICAN YOUTH CENTER
Summer Camp Counselor
Riverdale, MD
May 2013 – July 2013

- Assisted in their daily activities and set up stations before they arrived
- Served the children breakfast, lunch, and a snack
- Supervised them during their activities and on field trips

GREENBELT LABOR DAY FESTIVAL
Festival Staff
Greenbelt, MD
August 2013

- Ran a photo-booth: took, printed, and edited the pictures and handled the money

ERHS CHRISTMAS PARTY FOR UNDERPRIVILEGED KIDS
Coordinator
Greenbelt, MD
December 2013

- Worked with NHS, ERHS and organizations in the community of Greenbelt to organize and plan the event
- Decorated the room where the party was being held and wrapped all of the presents in gift wrapping paper

KONO UNION
Bookkeeper
Silver Spring, MD
June 2006 – August 2014

- Took attendance and minutes at meetings
- Handled small event PR, typed up flyers and served as a helper at club events

GOLD SISTERS
Bookkeeper
Takoma Park, MD
January 2012 – August 2014

- Took attendance and minutes at meetings
- Handled small event PR, Typed up flyers and served as helper at club events

WESLEY UNITED METHODIST CHURCH
Summer Camp Counselor
Reading, PA
June 2009 – June 2012

- Supervised and helped the kids with their activities and passed out snacks