

Briana Pass
New York, New York
(845) 490-0430 cell, passbriana27@gmail.com

Education September 2019- May 2023
New York Institute of Technology
1855 Broadway, New York, NY 10023
Major: Biomedical Engineering (Anticipated Graduation Date)

October 2022- May 2023
Columbia University
New York, NY
Full Stack Development Certification (in progress)

Relevant Coursework & Developed Skillset: Computer Programming, HTML, CSS, Javascript, Calculus 1-3, Differential Equations,

Certificates: Seal of Biliteracy in Spanish

Experience

9/2019-Present National Society of Biomedical Engineering Treasurer
New York, New York

- Maintain the student organization history for that academic year
- Verify all student organization purchase requests
- Assists with student organization projects where needed
- Initiate communication between the student organization president and individual participants

3/2017-Present We Blossom Inc. Administrative Assistant
Ossining, New York

- Answer and screen phone calls, respond to inquiries
- Coordinate reports
- Contribute to team effort by collaborating with staff
- Maintain and organize company files.

8/2020-9/2021 Atria Briarcliff Manor Senior Living Waitstaff
Briarcliff Manor, New York

- Facilitated and implemented menu options for residents
- Advised on the best food and drink choices for each customer and answering questions
- Checked the quality of the final servings and resolve any issues
- Collaborated with other staff as a team
- Work diligently to achieve outstanding service quality
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7/2019-8/2019 The Village of Ossining Camp Counselor
Ossining, New York

- Worked with other camp staff members to plan and coordinate camp events
- Cleaned, maintained and ensured proper use of camp facilities and equipment
- Reported and recorded details of incidents, such as accidents or rule violations, to parents and camp staff
- Memorized all emergency procedures and enforced camp rules
- Participated in staff meetings

Interests: Coding, Web development, Science, Violin, Animals, Traveling, Writing,