

Elijah Reed

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OBJECTIVE

Detail-oriented with organization skills, and looking for a position that will allow me to utilize my computer and writing abilities. Eager to learn new opportunities that will enhance my current knowledge and that will allow me to grow within your company.

EDUCATION

North Star Academy Washington Park High School, Newark, NJ **August 2016 - June 2020**

Graduated: June 2020

- AP Coursework: AP Environmental Science, AP US History, AP World History, AP Government and Politics
- Weighted GPA: 3.60

New Jersey Institute of Technology, Newark, NJ

September 2020 - June 2021

- Area of study/Major: Computer Science
- Degree: N/A

EXPERIENCE

Summer Youth Employment, Office Services for the City of Newark July - August 2019-2022

- Office assistance, including file maintenance, organizing boxed materials, and printing office materials.

Summer Youth Employment, Intern

July - August 2017, 2018

- Internship with Assemblywoman Cleopatra Tucker
- Office assistance, including phone calls, file maintenance, and networking

ACTIVITIES AND AWARDS

Westside Park Elementary School, Mentor

May 2017 - May 2019

- Read to elementary school classes and worked with students one-on-one - to help them with reading skills
- Assisted in classroom set-up and preparation of materials for group activities

- **Honor Roll**
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- **High Honors**

August 2016 - June 2017
June 2018- June 2019
June 2020

SKILLS AND INTERESTS

- Computer skills(emailing, creating Google Slides, the internet), former basic coding(python)
- Writing
- Good organization skills
- Good teamwork skills