Wilmar C. Celestin

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Summary

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|  | I am a very hard worker, respectfully, responsible, and dependable. I take pride in being a productive worker. I enjoy working with other and I am easy to get along with. I am CPR certified and I also took HIPAA course. |

Skills

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|  | Languages   * Speak English and creole. |
|  | Software   * Type 55 words per minute * Well versed in RecWare, Windows OS, Microsoft Outlook, Word, Excel, and PowerPoint.   Youth Ministry (First Haitian Baptist Church of Orlando)   * Liaison/counselor (January 2015 – December 2015) * Vice President (January 2016 - Present)   Falcons Basketball Youth Camp (East River HS)   * Helped basketball instructors with demonstrating drills to the kids and giving the kids a fun time. |

Experience

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| October 2014 – Present  January 2015 – April 2015  July 2012 – October 2014 | **Student Intern, *Orange County parks & Recreation* *(Renaissance Senior Center/South Econ Community Park)***  Responsibilities   * Front desk duty (RecWare)  1. Greeting patrons in a friendly manner and providing knowledgeable answers to any questions that a patron may have. 2. Filing of registration and medical clearance forms, printing of roster sheets and today’s schedule, enrolling patrons in activities, entering in attendance. 3. Making tentative reservations for pavilion, ballroom and other room rentals. Also receiving payments for rentals through credit card, check, or cash. 4. Familiar with filling out SAFE logs and doing bank deposit runs. 5. Performing transactions for patrons who are paying for fitness room membership, major dance events, and pavilion or room rentals.  * Maintenance  1. Preparation of rooms for activities (bingo, speak better English, needles & threads, etc…) 2. Major setups/breakdown in ballroom for major events (all staff meetings, flea market, karaoke, etc…) 3. Cleaning of the staff lounge, café area, bathrooms, kitchen, fitness room, ground trash/pull trash from the bins in outside park area and clean outdoor restrooms. 4. Recording of traffic counters. 5. Opening and closing of Renaissance Senior Center/South Econ Community Park   **Student Intern, *Orange County Parks & Recreation (South Econ Recreation Center)***   * Temporary counselor for the after school program. * Helped kids with homework and provided activities to do such as arts & crafts, board games, free play in gym, etc… * Wrote in a daily rec log, to explain any problems or issues that may have occurred that day. * Run the clock for junior magic games * Setup/breakdown of volleyball and badminton * Cleaning of champions room, sweeping of main lobby, and pulling of trash.     **Student Intern, *Orange County Parks & Recreation (Downey Park)***  Responsibilities   * Cashier for splash pad water park * Clean and maintain splash pad area * Clean circulation tanks and maintain chemical levels for water system * Enforce splash pad rules * Opening and closing of splash pad * Collecting, counting, and depositing of money * Closing of the main park Downey. * Driving of various vehicles 3-wheel Toro, John Deere cart, Kawasaki Mule, Ford F-150 & John Deere Tractor * Doing bank deposits using county vehicles |
| June 2011 -  2012 May | **Sales Associate, *Blockbuster LLC***  Responsibilities   * Organizing DVD/Video games shelves * Cleaning and maintaining store neatness * Help customers find movies/video games and provide knowledgeable about movies and video games to customers. * Cashier * Overnight inventory checks/receiving shipments |

Education

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| June 2011 | High School Diploma,  East River High School |
| January 2013 – February 2016 | AS Degree Information Technology,  Keiser University |