2166 Clinton Ave

Bronx, New York 10457

(917)-482-4964

Lacevedo03@manhattan.edu

# Laisha AcevedoA long, thin rectangle to divide sections of the documentGOAL

College student looking for a position as an administrative assistant in a fast paced environment. My goal is to be able to work as a manager in the marketing department

# EXPERIENCE

# Lady Bear Store, Bronx *— Store Clerk*

September 2018- September 2020

* Stock shackles with new inventory
* Help customers with deciding on merchandise
* Writing checks and running the register

## LEND Trainee, Location *— Trainee*

September 2021- Present

* Give information that was related to the subject manner
* Participate with other employees in groups

EDUCATION

## Manhattan College, Location *— Bachelor of Science*

August 2020- May 2024, Bronx

I am currently studying at the business school in the management and marketing program and studying towards a marketing degree. My GPA is currently 3.20.

# SKILLS

Hard skills

* Microsoft words
* Microsoft excel
* Adobe Photoshop

Soft Skills

* Teamwork
* Communication
* Time management

# Interest

I have an interest in SoCal media, travel and photography.