RAYMOND EZEKIEL

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SUMMARY OF QUALIFICATIONS

A highly ambitious and skilled student in the technology and design field. Skills include knowledge and experience with software applications and ability to briskly learn and provide creative problem solutions.

CAREER PROFILE

Oneota Market, Decorah, IA
Crew Member
March 2016 - May 2016

- Taking Customer Orders

- Packaging food items

- Ringing up customer purchases

- Created clean and welcoming environments for customers

One Summer Chicago, Chicago, IL
Crew Member
July 2016 – August 2016

- Participated in volunteer activities such as gardening and building bicycles.

- Participated in group tasks and activities

- Partook in educational activities on work etiquette and preparation for the business world

Alternatives Inc., Chicago, IL
Front Desk Intern
June 2017- August 2017

- Answered telephones and transferred calls to appropriate staff members

- Assisted in sorting of staff letters and packages

- Assisted in data organization and input into office database

- Keep office area clean and tidy

- Interacted with organizational staff, executives, clients and visitors on a daily basis

Alternatives Inc. & Go CPS, Chicago, IL
Go CPS Specialist

September 2017 – December 2017
- Assisted middle school students prepare for the next stage in their academic journey
- Interacted with students and parents
- Assisted in navigating Go CPS website to aid students and parents understand the new application process.

Skills

- Competent computer skills including MS Office or equivalent
- Internet skills including use of e-mails, group messaging and data collection
- Media skills including Photoshop
- Numeracy and literacy skills
- Organization and planning skills
- Work management and prioritizing skills

- Verbal and written communication skills
- Problem solving ability
- Attention to detail
- Accuracy
- Flexibility
- Reliability
- Teamwork

EDUCATION

Lincoln Park High School   2012 – 2015

Luther College   2015-2016

Computer Science &Art

Harold Washington College   Currently Enrolled

Computer Science

Illinois Institute of Technology   Currently Enrolled

Information Technology & Management