

IT Analyst IT Analyst Arverne, NY Work Experience IT Analyst The Original Seed Tabernacle - Brooklyn, NY September 2014 to Present Assist with regular maintenance of the church's website, including editing, file conversion, and uploading of video/audio files to the site. Nurse Coordinator/Payroll Ameritech Homecare Solutions - Long Island, NY December 2017 to January 2019 Responsible for client intake/staffing, as well as coordinating nursing schedules. Expected to match patients and nurses according to needs and availability, and keep records of each nurse's schedule. Also responsible for the collection and review of nursing notes, using the information on notes to determine and fill out payroll information on a bi-weekly basis. Field Manager Grassroots Campaigns March 2017 to July 2017 Tasked with canvassing local NYC settings in order to acquire funds on behalf of notable non-profit organizations such as ACLU, PPFA, etc. Responsible for managing a team of canvassers in a local outdoor setting. Expected to guide/advise team members on location with useful insight/tips/strategies in order to maximize canvassing efficiency. Front Desk Security The Fresh Air Fund - New York, NY June 2012 to April 2015 Responsible for safety of building personnel, as well as managing the status of the fire alarm system. Tasked with scheduling regular fire safety training sessions and drills, and worked with FDNY during periodic inspections. Tasked with coordinating efforts between building personnel, NYPD, FDNY, and OEM in the event of an emergency. Also acted as a dispatch for building maintenance crew. Volunteer CASS - New York, NY June 2011 to October 2011 Assisted in the recruitment of inner-city youth for out-of-state summer programs, amended several company policy documents Education Associate of Science in Criminal Justice University of Phoenix - Phoenix, AZ 2017 Bachelors of Science in Engineering Brooklyn College - Brooklyn, NY

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