

Mylanie Alvarado

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SKILLS SUMMARY

- Processed Data: Large quantity of data to identify inmates in the correctional facility population.
- Quality Control: Ensuring that good quality products are posted for sale.
- Writing: Descriptive case writing samples. CSS: Styled code added to layout of webpages.
- HTML: Layout code of webpages/rough draft of layout.
- Git: Command line/instructions written for computer.
- Github: storage for files containing code.
- Sales

EXPERIENCE

Mylanie's Knitwear-Owner

Bronx, New York

May 2015 - Present

Using creativity to develop a brand, integrate advertising, production, sales, shipping, communications, quality control, coding and layout to build-up Mylanie's Knitwear as a competitive brand.

CUNY Herbert Lehman College-Office Assistant

Bronx, New York

August 2016-November 2016

As the office assistant, managed and organized daily office functions for the chair of the department by routinely checking and processing incoming and outgoing mail, fielding all incoming calls and connecting parties to the appropriate department and personnel, ensuring that faculty received adequate materials and documents resulting in efficiently running the office.

Hebrew Home for the Aged-Riverdale—Community Volunteer

Bronx, New York

August 2012-June 2013

As a community volunteer, I made sure residents received all needed project materials, assistance to support residents in friendly and helpful communication to ensure needs were met, and took inventory of all supplies and materials.

Department of Health and Mental Hygiene—Clerical Aide to Executive Director of Correctional Health Services

New York, New York

Oct. 2003-Feb. 2006

As aide to executive director, I entered inmate information on department's computer system, collaborated with executive director to update and revise policies and procedures for the department, and proved instrumental on community projects and initiatives in order to complete them such as the Take Care New York project. Additionally, I fielded and routed incoming calls, answered inquiries and processed all incoming and outgoing inter-office correspondence.

AHRC New York City—Administrative Assistant

May 2001-Oct. 2003

Bronx, New York

As the administrative assistant to the Director of Day Habilitation Services, I ensured that program participants were assigned to the community resource trainer (CRT), assisted with the handling of petty cash funds and accounts payable/receivable, handled incoming inter-office mail, and communicated with staff and families of participants.

EDUCATION

Touro University Worldwide — Master of Arts, Educational
Psychology
2017-2019

Lehman College — Bachelor of Arts, Psychology
2007-2011

CERTIFICATIONS

Skillcrush
Front-End Development certification
Issued Feb. 2023

Coursera
Contact Tracer certification
Issued 2022

HONORS AND AWARDS

PSI CHI Chapter-Lehman College of the City University of New York
April 2010

In recognition of outstanding scholastic achievement and excellence, and in compliance with all the requirements of the constitution and statutes pertaining to membership.