**Johnny Arana**

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**Entry Level Web Design / Office and Administrative Support**

Recognized for dedicated work ethic and productivity. Capable of doing work that requires concentration, high degree of patience and attention to detail. Thrive in a team and deadline-oriented environment. Exceptional organizational skills; capable of prioritizing, scheduling, and managing heavy work flow.

**Skills**: 3D Max, Illustrator, Photoshop, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, JavaScript, Adobe Muse, Bilingual (Fluent in English and Spanish)

**Attention to Detail / Dependability / Reliable / Cooperation / Flexible / Initiative**

**Experience**

**Intern**, Department of Transportation, New York, NY (04/2018-Current)

* Sorting Notice of Violation, Affidavits and Green cards
* Scanning Notice of Violation, Affidavits and Green cards
* Filing Notice of Violation Affidavits and Green cards Data Entry
* Re-typing Affidavits when they are not readable
* Operated office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
* Answered telephones, direct calls, and take messages.
* Maintained and updated filing, inventory, mailing, and database systems, either manually or using a computer.
* Communicated with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
* Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.
* Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
* Computed, recorded, and proofread data and other information, such as records or reports.
* Read source documents such as canceled checks, sales reports, or bills, and entered data in specific data fields or onto tapes or disks for subsequent entry, using keyboards or scanners.
* Compiled, sorted and verified the accuracy of data before it was entered.
* Compared data with source documents, or re-entered data in verification format to detect errors.

**Hospitality**, Give Kids the World, Kissimmee, FL (06/2014-09/2014)

* Help families with questions and concerns about program activities and set up
* Set up for events and help out during events
* Assisting paper work and Filing for Give Kids the World

**Education**

**Opportunities for a Better Tomorrow** – Brooklyn, NY

Young Adult Internship Program (03/2018- 06/2018)

**AshWorth College – Atlanta, GA**

Graphic Design Certification (08/2017-08/2018)