

# Stephanie Carteiro

40 Florence St Worcester, MA 01610 • 781-526-3926 • [scarteiro@clarku.edu](mailto:scarteiro@clarku.edu)

---

## Education

<b>Clark University, Worcester MA</b>	<b>Expected May 2013</b>
Bachelor of Arts; Psychology Major, Management Minor	
<b>Medford High School, Medford MA</b>	<b>2009</b>
National Honor Society; Crew (3 years), Student Council President (2 years), Key Club Vice President (2 years) Roots and Shoots Environmental Club Secretary (2 years)	

## Work Experience

<b>Cashier at Market Basket, Cambridge MA</b>	<b>2008-2012</b>
• Hands-on experience in accepting payments from customers and give change and receipts	
<b>Craft Studio Proctor, Clark University</b>	<b>2010-present</b>
• Scheduled reservations, oversaw the servers and provided customer service	
<b>Host at Atasca Restaurant, Cambridge MA</b>	<b>2011</b>
• Scheduled reservations, oversaw the waiters and provided customer service	
<b>Busser at Pierrot Bistrot, Boston MA</b>	<b>2012</b>
• Assist servers with customer orders, took and served drink orders, reset tables	

## Additional Experience

<b>Volunteer for Special Religious Education Program (SPRED), Worcester MA</b>	<b>2010-2011</b>
• Helped support the faith formations for persons with developmental disabilities	
<b>Program Development for Youth Outreach, Clark University</b>	<b>2009-present</b>
• Running meetings, editing and developing programs to promote acceptance, tolerance, and non-violence for middle and high school-aged kids, and presenting the curriculum to them	
<b>President of Latin American Student Organization, Clark University</b>	<b>2011-present</b>
• Running meetings, organizing events, and coordinating activities	
<b>Peer Advisor, Clark University</b>	<b>Summer 2011 &amp; 2012</b>
• Advised and mentored 15 first-year students through freshman orientation	
• Trained in program planning and development, communication, teambuilding, group dynamics, problem solving, crisis intervention, public speaking	
<b>Volunteer at the Trauma Center at Justice Resource Institute, Brookline MA</b>	<b>Summer 2012</b>
• Responsible for screening clients and determining eligibility for their trauma sensitive yoga program	

## Skills

- Practiced in the use of Microsoft Office Suite, PSS Quantitative Analysis Software & AMOS, Basic HTML
- Language Proficiency: Spanish and Portuguese (fluent). French (conversational)