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| **Chrystal-dara gardner**  |  | | --- | | Email icon | | xtalgardner@gmail.com | | Telephone icon | | house: 1868-6323170Cell: 1868-4704336 | | LP# 55 Quarry Street Diego Martin | | Objective Line graphic  To obtain a strategic position with an innovative organization that will enable me to grow within and help shape the company’s future, boost its social standing and financial growth. | | **Achievements** Line graphic  **Concordia College**   * Co-Captain of Women’s Soccer Team- Fall & Spring 2010 & 2011 * Leadership Scholarship – Resident Assistant Scholarship – Fall 2009 - Spring 2011   **Volunteer Experience or Leadership** |   •REACT (Radio Emergence Associated Communication Team) ~ Trinidad and Tobago  •World Association of Girl Guides ~ Trinidad and Tobago  •Kicker Youth Sports Association of Southeast Queens, Inc. ~ USA |  | |  | | --- | | **Experience** **Flight Attendant: Qatar Airways – Doha, Qatar{2014-2016}**  As a flight attendant with a leading international carrier, based in Doha, Qatar, I’ve had the opportunity to travel to over 50 countries. Such extensive travels have enabled me to get a broader understanding of different cultures and customs. As part of my professional duties I was responsible for the comfort and safety of the passengers under my charge.  I was also entrusted with:   * Verifying passenger documents in compliance with airport, national and international laws. * Assisting passengers with immigration, customs and quarantine as required. * Issuing boarding passes, rescheduling canceled or interrupted passengers. * Proficiently operate jet way equipment, computer systems and carrier specific reservation ticketing software.   **Flight Attendant: Chautauqua Airlines- OH {2012 - 2013}**  My introduction to the airline industry required that I become trained and certified in CPR & AED. I was also thought the manner in which customers should be greeted, how meals and drinks should be prepared and served.  Other duties included:   * Ensuring essential supplies were on board while assessing the condition of the aircraft cabin * Conducted in flight safety announcements and prepared passengers for takeoff and landing. * Marketed various airlines products on behalf of different companies during flight. * Assisted both gate and ground crews to ensure passenger safety.   **Teacher’s Assistant {T.A}: The Immaculate Conception School NY {2010- 2011}**  In order to complete my degree at Concordia College, I worked as a teacher’s assistant in a local school within the district. There, I excelled in the knowledge acquired.   * Lead daily morning routines * Prepared lesson plans using old-school strategies and modern day technology * Interacted with the student individually and small groups * Taught basic social block (Math, Science, English, Social-Studies) * Use behaviour modification techniques   **Resident Assistant {R.A.}: Concordia College NY {2009-2011}**  During my junior and senior years at Concordia College, I was appointed a resident assistant. My primary role in this capacity was to ensure the smooth transitioning of new residents into dorm and campus life. I was also responsible for organizing social and culturally diverse activities to help fellow students become more familiar with and accepting of each other.  Also:   * Organized field trips off campus and on-campus, social and cultural activities. * Monitored floor activity and enforced quiet hours, alcohol & drug policies and issued fines, bonds and behavioral contracts. * Acted as a liaison between feuding students, arbitrated and resolved resident conflicts. * Conducted safety drills, security checks and was responsible for creating a safe environment for student residents.   **Receptionist/Switchboard Operator: Concordia College NY{2009-2011}**   * Transferred and routed calls to correct departments * Sent out notices and routing mailings * Performed other general office duties * Informed students, faculty members and visitors about schedule changes * Great time management skills * Committed to attendance and promptness * Attention to details * Proficient Microsoft Office and Adobe   **Retail Sales Associate: Gap Inc./ Old Navy －NY {2008-2009}**   * Delivered excellent customer service by greeting and assisting customers. * Addressed customer inquiries and resolved complaints. * Stocked and restocked inventory when shipments were received. * Reorganized the sales floor to meet company demands. * Contributed to merchandising ideas at team sale meetings. * Cash handling   **ChildCare: Babysitter – NY {2007-2012}**  While obtaining my degree as a full-time student athlete, I was also a dependable and dedicated babysitter for multiple local families from birth to 12 yrs.   * Cheerful and energetic * Flexible and adaptable with extensive knowledge of child psychology and development * Skilled in working with special needs children (Autism and Attention deficit disorder and Attention deficit hyperactivity disorder) * Prepared meals and snacks for children and house maintenance * Supervised children at extra-curricular activities and transport to and from sites * Addressed inappropriate and disciplinary issues * Administered basic first aid, CPR and AED   **Box Office Assistant & Customer Service Rep. – MovieTowne {2007-2008}**   * Greeted and assisted customers * Addressed customer inquiries and resolved complaints. * Cash handling * Assisted customers in choosing the most suitable film and timings   **Summer Camp Counselor- Multiple Camps NY {2005-2007}**  As a Day-to-Day and Sleep-Away camp counseler I was able to interact, learn and achieve developmental benchmarks with children out of the classroom settings.   * Planned, coordinated and executed activities * Supervised campers in their living units and during activities * Safeguarded personal property, camp equipment and facilities * Provided leadership to campers in all areas and acted as a role model in all areas of camp activities i.e cleanliness, punctuality, chores, rules and sportsmanship | | **Education**Bachelors of arts: **Concordia College-NY**  *August 2007 - December 2011*  BA - Early Childhood Education with a concentration in Behavioral Science  3.6 GPA  **HIGH SCHOOL DIPLOMA:**  **Boys and Girls High School**  *September 2003- June 2007*  Honors Program | |  | |