

CASSANDRA HELMICK

EDUCATION

University Of Arkansas At Little Rock, 2801 South University Ave
No Degree, Criminal Justice, Expected in 05/2028

- Dean's List { Fall 2024}
- [Crankstart Re-entry Scholarship] Scholarship Recipient
- [3.6] GPA

Gordon High School, 7777 US-67
High School Diploma, 05/2019

PROFESSIONAL SUMMARY

Dedicated and hardworking Criminal Justice student with a strong work ethic and excellent time management skills. Experienced in Information Technology, balancing academics, work, and personal responsibilities while staying focused on achieving long-term goals. Skilled at balancing multiple responsibilities while maintaining a strong work ethic. Passionate about making a difference and always eager to learn and grow.

SKILLS

- Multilingual proficiency
- Complex Problem-solving
- Time management
- Clear communication
- Multitasking Abilities
- Active listening abilities
- Claims processing
- Information Technology
- Strong work ethic
- Teamwork
- Basic computer skills

PROFESSIONAL EXPERIENCE

BABYSITTER 01/2021 to 08/2021
A Friends Kid, Hope, AR

- Played games, worked on homework and cooked food for her
- Communicated positively with child and guardian.
- Maintained a clean and organized environment to ensure the well-being of children under care.
- Prepared healthy, age-appropriate snacks and meals.

INSURANCE AGENT ASSISTANT 06/2019 to 10/2019
Independent Insurance Agency, 1335 E Carl Albert Pkwy, McAlester OK 74501

- Supervised policy renewal process, proactively reaching out to clients well in advance of

expiration dates.

- Enhanced customer satisfaction by efficiently addressing and resolving insurance-related queries.
- Answered calls and made new quotes for car insurances over the phone and in person.
- Managed office administrative tasks such as filing, data entry, and correspondence management to maintain an organized workspace.

LANGUAGES

Spanish



Native or Bilingual

English



Native or Bilingual

INTERESTS

- Passionate about balancing physical health with mental and emotional wellness.
- Outdoor Recreation
- Hiking