

# 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.

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## LANGUAGES

Spanish

Native or Bilingual

English

Native or Bilingual

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## INTERESTS

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