

**Jose M. Rivera**  
259 Sip Ave. Jersey City, NJ 07306  
**Phone: (201) 892-4157**  
**E-Mail: Josemrivera7@gmail.com**

**Objective:**

To obtain a position in a reputable company where I can create rapport and utilize my leadership, interpersonal, and educational skills along with my strengths and experiences to benefit both consumers and organizational objectives.

**Education:**

**Bachelor of Arts in Health Science**, May 2014  
Concentration: **Community Health Education**  
**GPA: 3.00/4.00**

**Honors:**

Dean's List: New Jersey City University: Fall 2013

**Certification:**

- NJ Certified Health Education Specialist (CHES), Upon Completion: October 2015
- Teacher of Driver Education
- Pursuing Drug and Alcohol Counselor Certification (CADC), Upon Completion: May 2015

**Experience:**

**Hudson Partnership CMO, Intern**, Secaucus, NJ 2013-Present

- Provided assistance with community outreach programs, acquired reliable sources within the community for the families and children in need.
- Accordingly, updated the Hudson Resources Network website, with links to events and resources that are applicable to the community.
- Shadowed and assisted Care Managers to various visits with families.
- Helped facilitate assessments and provide resources for particular families.
- Dispensed administrative assistance to the entire staff throughout the office.

**Flash Data Solutions, LLC, Imaging Specialist**, Jersey City, NJ 2011-Present

- Provide accurate scanning, coding, and archive services on projects by making physical and electronic documents, which improved company efficiency.
- Promptly receive and deliver finished projects for clients in a timely manner.
- Offer duplicating and printing services for small and large documents at an efficient rate.
- Presented superb customer service, with a high level of energy that built rapport with clients.

**Dynamex Logistics, Customer Service**, Jersey City, NJ 2013- Present

- Delegate vast amounts of drivers and helpers to particular routes for delivery.
- Ensure all merchandise is received and documented into the system.
- Arranged for all orders to be delivered at a timely manner.
- Maintained a constructive and professional attitude that assisted in building confident rapport with consumers.

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**Page 2**

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**Computer:**

Familiar with Windows 7, Microsoft Word, Outlook, PowerPoint, Excel, Internet Explorer, and interactive with all current social media

**Volunteer Experience/Activities:**

- Little League Baseball Coach, Pershing Field March-July 2013 March- July 2014 , Lincoln Park March-July 2014
- Assisted in arranging local community charities, P.R.E.P ERA & The Boys & Girls Club, February 2014
- Assistant Soccer Coach, West Side Soccer, September-December 2013
- Community Volunteer for feeding the homeless, Riverside Church, November 2013
- Member of the New Jersey City University's Health Science Student Organization (HSSO)
- Member of the Youth Crime Prevention and Educational Partnership of Jersey City.
- Public educator to the youth for local Jersey City high schools.

**Skills:**

- Knowledgeable of corporate office procedures.
- Organize well and communicates efficiently.
- Understands and follows detailed instructions.
- Efficiently interactive with diverse groups and various settings
- Effectively coordinates information and task execution.
- Skilled at balancing and prioritizing multiple tasks to meet deadlines.
- Types 55 WPM.
- Insightful-self-driven, and highly motivated to learn and experience.
- Team leader as well as a Team player.

**References available upon request**