

# Yenifer Jimenez

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## OBJECTIVE

A dedicated, team-oriented, positive self-starter with strong interpersonal and organizational skills seeking to utilize leadership, office support, customer service and sales experience to carry out the duties in your company while contributing to the overall mission of the establishment.

## EDUCATION

**New York City College of Technology**

Brooklyn, NY

**BS Degree in Human Services**

2013

**AAS Degree in Accounting**

2007

**Boys & Girls High School**

Brooklyn, NY

HS Diploma

2001

## EXPERIENCE

Brooklyn Community Services

Aug/12-

Present

### Intern- Case Manager

- Supervise developmental disabled individuals while job training
- Record attendance and progress reports
- Lead Job readiness group
- Update participants resume and demographic data

New York City College of Technology (AAD)

### Student Office Assistant

- Assisted staff and students with academic information
- Updated and downloaded files from the office computer
- Answered phones and delivered messages
- Copied, faxed, Xeroxed and emailed documents

St. Johns Bread and Life

08/2010-

06/2012

### Intern

- Conducted client intake assessments, assisted client with Medicaid and food stamp benefits.
- Updated client demographics database electronically and manually
- Provided clients with referrals to services and assisted them with completing required documentation

Platinum Beauty Supply and Bo

Brooklyn, NY

### Assistant Manager

07/2009-

04/2010

- Executed business plan to achieve desired sales goals in which the company profited \$24,000 last year
- Assisted in developing local marketing and advertising strategies
- Handled all merchandise, inventory, and maintenance functions
- Responsible for maintaining and updating sales, invoice and cash control reports accurately
- Maintained a high level of customer service and increase customer loyalty

New York City College of Technology (ISR)

Brooklyn, NY

### Student Office Assistant

09/2006-12/2006

- Responsible for providing high-volume/multi-line reception
- Organized documents electronically and manually
- Assisted supervisor with corresponding
- Downloaded and filed resumes from company's database
- Faxed, filed and Xeroxed files

Dominos Pizza  
Brooklyn, NY

**Assistant Manager**

12/2004-04/2005

- Dispatched drivers and answered multi-line phones
- Provided leadership in a multi-task environment
- Updated and maintained inventories of the food kitchen equipment and supplies
- Maintained and controlled cash flow
- Assisted customers with daily sales and managed the register

VIM-Famous Horse  
Brooklyn, NY

**Sales Representative**

08/2004-12/2004

- Answered general phone lines
- Assisted customers with daily sales
- Managed the register and credited sales

Board Of Education (SSS)  
Brooklyn, NY

**Clerk (Temp)**

07/2000-07/2001

- Organized files manually and electronically
- Managed reception area and assisted managers with correspondence
- Entered and retrieved data from the company's system
- Xeroxed, Copied, and Faxed files to different companies

**SKILLS** Bilingual-Spanish/English, Microsoft office suite (word and excel), goal/result oriented, strong communication and listening skills set.

**References will be furnished upon request**