**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 rapports 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 rapports with consumers.

**Jose M. Rivera Phone: (201) 892-4157**

**Page 2 E-Mail: Josemrivera7@gmail.com**

**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**