
Muhammed Constantino

Industrial Designer

123 Apple St., New York,
New York City, USA
(510) 510-5100
contact@gmail.com

SKILLS

I have the ability to communicate with customers and colleagues in a polite fashion, while still giving them the prompt but thorough service or help that they need. I enjoy problem solving, especially when related to technology, and think that helping others is one of the things I do best.

EXPERIENCE

Tayba Foundation, Union City - *Logo Design and Mail Organizer (volunteer)*

JUNE 2013 - JUNE 2014

- Designed the logo, Facebook banners and worked with the founder to complete the projects which all had hard deadlines.
- Organized incoming mail, as well as responding to certain requests.

Sulphur Creek Nature Centre, Harward - *Customer Support (volunteer)*

JUNE 2016

- Was trained on how to talk with the customers, and on how to get extra assistance if required.
- Was responsible for feeding and cleaning the animals based on a regular schedule.

Cool Current Camp, San Francisco - *Camp Counsellor (volunteer)*

JUNE 2013 & JUNE 2014

- Made the campfires, organized and pitched the tents as well as helping the other counsellors to make meals, and wash the dishes.
- Organized and planned hikes with counselors as well as making sure none of the campers got left behind.

Community Garden, Port Coquitlam, Canada - *Assistant Gardener (volunteer)*

MAY 2015 - OCT 2015

- With the lead gardener I would help organize a schedule for watering, planting and weeding close to an acre of garden.

-
- I also implemented that schedule, and would water the entire garden for around an hour, with the wedding taking several hours.

Ta'leef Media Team, Fremont - *Media Intern/Assistant Producer (volunteer)*

JAN 2016 - PRESENT

- The Ta'leef Media Team which includes me and two other people, are responsible for creating the Livestream that is TaleefLive. TaleefLive is a weekly class that gets streamed every week, and we were responsible for running and producing the entire thing.
- My initial producer left around 5 month after joining the team, so him and I were responsible for training the new lead of the team. Toward the end of the training I was left responsible for completing the new leader's training which included showing him how the system worked, as well as giving him tips on how to make certain things run smoother and faster.

Inheritors' Retreat, San Francisco - *Cabin Lead (volunteer)*

JULY 2016

- As cabin lead I was in charge of making sure that all my cabin mates were at the main lodge at certain times during the morning and evening, which involved a lot of scheduling and planning as the cabin was 3 miles away from the lodge. I was also in charge of making sure that the accommodations were up to standards, and worked with the organizers to make sure issues were resolved regarding our cabin.

MCC East Bay, Pleasanton - *Media Intern (employee)*

MAY 2016 - PRESENT

- As a media intern I was given the responsibility of creating their new website (mcceastbay.org) in under two weeks. This was extremely challenging as certain things such as aesthetics had to be sacrificed for functionality, yet in the end I made sure that certain edits were made to make it as visually pleasing as possible.
- I worked in the main office with my boss, and on Fridays (our busiest day) I would deal with on average ~30 people who would have requests which I would either complete, or I would ask others for assistance in. Most of these tasks were urgent and had to be prioritized in a way that would be most efficient, while providing the customers great service.

-
- I also had another media intern I would work with in creating solutions to the problems my boss requested us to solve such as a certain technical issue with the sound system not working.
 - Some of my responsibilities included:
 - Flyer Design
 - Web Development / Design
 - Troubleshooting computers and devices (both hardware and software)
 - Working with people over the phone to find a solution to their problem.
 - Shoot and edit events.
 - In-house sound and audio.

EDUCATION

Connexus Academy, California - *High School*

SEPT 2014 - SEPT 2016

I am enrolled at an online public school in which all the courses are online. I did this as it provided flexibility in my day-to-day schedule for opportunities such as working or volunteering. Throughout Highschool I have held a GPA of 3.53 or higher (current GPA is 3.85). I will be graduating in September of 2018.

AWARDS

- For my Sophomore year in Highschool I achieved High Honor Roll for academic achievement.
- For our work with the community garden in Port Coquitlam we received an award from the city for community service.