**Lisa Capozzo**

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**Education**

**Assumption College, Worcester MA** May 2013

         Bachelor of Arts in Human Services and Rehabilitation Studies

         Minor: Spanish

**Saint Joseph College, West Hartford CT**

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**Experience**

**Assumption College D’alzon Library, Worcester, MA** August 2010 to present

  Shelve books and make copies in addition to helping students find books and materials for

classes

         Assist library staff set up for cultural events

         Aid students with technical problems and file documents

**Choate Rosemary Hall, Wallingford CT**       June 2010 to August 2010

         Prepared meals and served students

         Helped clean and provided assistance to students

         Assisted staff in setting up for catering events

**M and M Farms, Milford CT** January 2009-August 2009

          Handled money while helping customers

          Balanced bagging groceries while providing assistance to customers.

         Assisted non-English speaking customers with locating items by providing individual service.

          Responded promptly to various questions from the customers.

**Activities/Community Service**

**Saint Peter’s Mentoring Program** January 2010 to May 2010

         Provided homework assistance to children in Saint Peter’s Mentoring Program

         Assisted young student in homework while communicating in Spanish

         Mentored student by showing her how to complete homework efficiently

**Start 1 Team** September 2010 to December 2010

         Developed teamwork skills by leading a religious retreat

         Practiced public speaking by giving a speech about spiritual experiences.

         Led small group discussions by encouraging and listening to other participants

***Le Provocateur*** September 2010 to present

         Write opinion and cultural articles for the school newspaper, *Le provocateur*

         Interview teachers and students to advance information for the articles.

**SEND Volunteer Mission** December 2011 – March 9, 2012

         Prepare for and participate in SEND mission trip during Spring Break

         Spend time building a house in Florida while interacting with Spanish-speaking children

**Skills**

         Microsoft Word, PowerPoint, Outlook, Excel

         Conversation Fluency in Spanish