**Tashia Andino**

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**Education**

**B.A., Forensic Studies**

**Paralegal Certificate:** BOA Approved

Bay Path College - Longmeadow, MA Graduated, May 2012

**M.A., Cyber Security; Forensics**

Utica College- Utica, NY Graduate, January 2014

**Relevant Courses:** Litigation (Complaints, Answers, Briefs, Motion preparation), Tort Law, Legal Research and Writing, Computer Assisted Legal Research (Lexis Nexis and West Law), Criminal Law, Criminal Procedure, Forensics and Law and Evidence.

**Employment History**

* **Community Solutions, INC. /Human Service Worker (2011-Present/Part-Time)**

- Providing a safe environment while facilitating counseling, advocacy, and support.

- Implementing all Agency policies and procedures pertaining to the safety and security of clients, Agency property and the community.

- Client supervision and program operations.

- Complete intake paperwork and assist in client orientation as assigned.

-Coordinate discharges with referral agencies.

* **Model/Customer Service Representative/Sales, Gilly Hicks Sydney/Hollister, West Hartford, CT, West Farms Mall (2007-2012).**

- Effective multi-line phone coverage, accounts payable and receivable.

* **ITS Computer Services/Grant Research Assistant/Student Information Desk, Bay Path College, Longmeadow, MA (2008-2011).**

- Proficient in MS Office; Word, Excel, Access and PowerPoint.

-Prepare Grant Proposals, Scholarship, and Grant Research

-Computer Technology Support

* **YWCA Eliminating Racism Empowering Women, Relief Worker, Springfield, MA (2010)**

-Supervise women and children through DCF and correctional system.

-Maintain a working knowledge of and abide by the Agency’s programs, policies, and procedures, including, but not limited to: client supervision, key control, head counts, rounds of the facility, monitoring of client location and visitors, emergency procedures, and inspections.

* **Office Assistant for Kapinos Promotional Marketing, Longmeadow, MA (2009-2010).**

- Administration support

-Data Entry

-Word Processing

* **Bus Girl, Ginza Japanese Cuisine, Bloomfield, CT (2005-2007)**

-Waitressing

**Achievements, Volunteer Experience & Certificates**

* + - * Internship: Community Solutions Inc. (**Case Management & Human Services**) (2011)
* Women in Criminal Justice Training Certificate (2011)
* PREA: Prison Rape Elimination Act Certificate (2011)
* Hartford Police Department; Crime Scene Division (2010)
* Celebrate Girls Program under the UCONN Health Center Organization
* National Federation of the Blind of Connecticut
* Connecticut Work Force Partners, East Hartford, CT (2008)

**Technical/Non-Technical Skills**

-High professional demeanor and Assertive with interpersonal communication skills.

-Exceeded expectations when dealing with a variety of situations and work environments.

-Capable of managing teams of diverse backgrounds.

-Demonstrate responsibilities independently in an efficient and well organized manner.

-Excellent organizational and multi-tasking skills.

-Demonstrate large amounts of output, reliable and strong work ethics.