**Tashia Andino**

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**Education**

**B.A., Forensic Studies**

Bay Path College - Longmeadow, MA Graduation Expected, May 2012

**Related Coursework**

**Forensic Science -** Forensic Science, Chemistry I and II, Organic Chemistry I and II, Biology, Genetics and Anatomy and Physiology.

**Forensic Studies -** Criminal Justice, American Legal System, Legal Research and writing, Computer Research and Writing, Principles of Criminal Law, Criminal Investigation, Evidence, Forensics and Law, Forensic Psychology, Digital Photography, Criminology and Victimology, Criminal Procedures.

**Laboratory Skills**

Cell culture and plate development

Protein extraction and transposon work

Gel Electrophoresis

**Employment History**

* Community Solutions, INC./Human Service Worker (Summer 2011)
* Student Information Desk/Customer Service Representative, Bay Path College, Longmeadow, MA (2009-2011).
* ITS Computer Services, Bay Path College, Longmeadow, MA (2010)
* Customer Service Representative/Grant Research Assistant, Bay Path College, Longmeadow, MA (2008-2009)
* Office Assistant for Kapinos Promotional Marketing, Longmeadow, MA (2009-2010).
* Model/Customer Service Representative, Gilly Hicks Sydney/Hollister, West Hartford, CT (2007-2009)
* Bus Girl, Ginza Japanese Cuisine, Bloomfield, CT (2005-2007)

**Achievements and Volunteer Experience**

* Academic Maximum Honors: 2004-2008
* Connecticut Work Force Partners, East Hartford, CT (summer of 2008)
* National Federation of the Blind of Connecticut
* Celebrate Girls Program under the UCONN Health Center Organization
* Girl scouts of America
* Hartford Police Department; Crime Scene Division (2010)
* Women in Criminal Justice Training Certificate (2011)

**Technical/Non-Technical Skills**

-Proficient in Microsoft word, Excel, Access and PowerPoint.

-Highly motivated in Relationship Building and communication.

-Assertive interpersonal skills

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

-Capable of managing teams of diverse backgrounds.

-Comfortable working in fast-paced environments.

-Successfully implementing and completing projects.

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

-Telephone correspondence, accounts payable and accounts receivable.

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

-Develop special sales and advancement plans, improved in large amounts of sales products.

-Implementing all Agency policies and procedures pertaining to safety and security of clients.