

Edcel Dinoro

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EDUCATION

University of Rhode Island, Kingston, RI

Candidate for Bachelor of Science in Health Studies

Concentration: Health Service Administration

Minor: Business

Anticipated Graduation: *August 2016*

Relatable Courses:

- Intercultural Communication
- Business Organizational Skills
- Organizational Behavior
- Health Service Administration

WORK EXPERIENCE

University of Rhode Island Student-Athlete Services, Kingston, RI

Study Hall Monitor *January 2013–Present*

- Supervise and monitor over 50 student athletes.
- Communicate with student-athletes about their hours.
- Report any issues with behavior and technology problems.
- Assist in the training of new employees to quickly integrate them into the workflow.

Parkway Deli, East Meadow, NY

Deli Clerk *May 2015–September 2015 (Seasonal)*

- Greeted and interacted with customers in a professional manner.
- Implemented efficiency and cost-saving initiatives that improved customer service.
- Assumed leadership role in the absence of the supervisor to ensure the store operated normally.
- Oversaw food preparation and production, ensuring 100% food safety procedures were followed.
- Prepared an average of 50 breakfast and lunch meals a day.

New York Physical Therapy & Wellness, Levittown, NY

Physical Therapy Volunteer *September 2011–July 2012*

- Observed therapist making initial assessments and diagnoses.
- Prepared patients' working stations and tables.
- Organized and maintained cleanliness of exercise equipment.
- Assisted therapist with patient exercises.

ADDITIONAL SKILLS

- Knowledgeable in Microsoft Word, Excel, PowerPoint and Adobe Photoshop.
- Tech savvy, ability to quickly learn and apply new software applications.
- Fluent in English and Cebuano, and proficient in Spanish.
- Charismatic and confident public speaker.
- Ability to adapt in highly dynamic and changing situations in a team setting.