

# Zovania Brenes

## SCHOOL AIDE - PRE-K

New York, NY - Email me on Indeed: [indeed.com/r/Zovania-Brenes/ca00553342a05a22](https://www.indeed.com/r/Zovania-Brenes/ca00553342a05a22)

### WORK EXPERIENCE

#### SCHOOL AIDE

PRE-K -

September 2010 to Present

DOE, P.S/MS4

Supervised students in grades PRE-K to 8th grade, During lunch and recess,

or any other leisurely activities such as school trips.

Assist kindergarten teacher in classroom with routine tasks such as filing, copies, distribution of materials, posting of materials, and bulletin boards

Aided in the distribution of newsletters to inform community of school progress, needs, and projects

Assisted with routine office work duties including faxing, filing, and mailing

Generated attendance and student progress reports.

Provided ATS data entry that involve attendance, and compliance reports

#### physician

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September 1997 to 2010

Roberto Clemente C.I.S 116x

Monitored Daily attendance for students and followed up with phone calls to parents

Provided attendance to ACS, employees, and social workers

Scanned attendance rosters daily

Input metrocards on ATS in order to activate for distribution to students

Deactivated lost or stolen metro cards on ATS

#### School Aide

MANHATTAN KLOMENS -

January 2002 to 2005

Aided in routine front desk duties including answering calls, scheduling appointments, verifying insurances

Prepared patient charts for the day's appointments

Drew Blood, typed blood, checked urine and prepared specimens for lab

Supplies inventory and ensured rooms were stocked with appropriate medical equipment

Annotated patient's history in medical charts

## EDUCATION

### **M.L in Criminal Justice**

John Jay College of Criminal Justice - New York, NY

## SKILLS

EXCEL (Less than 1 year), POWERPOINT (Less than 1 year), SELF-DIRECTED (Less than 1 year), WORD (Less than 1 year)

## ADDITIONAL INFORMATION

## SKILLS

Microsoft Word, Excel, PowerPoint, Internet Explorer, Excellent interpersonal skills, Self-directed, analyzing Team player, excellent communication skills