

## Objective

To obtain an occupation where I can utilize my skills to meet company goals and expand my work experience.

## Volunteer Experience-

### **Saint Catherine's Church – Hillside, NJ – Teacher Assistant** **September 2017- April 2018**

- Provide assistance to teachers at Children's Education program Saturday mornings.
- Supervise infants during church services and Religious Education programs.
- Collaborate with various teachers to build an objective for children attending classes.
- Help ministry groups come up with various activities for children and adults attending mass.

### **Elizabeth Public Library- Elizabeth, NJ - Librarian Assistant**

**September 2016- April 2018**

- Organize library shelves in the Children's section of the library
- Help kids with homework concerns
- Decorate the teens and children section of the library during the holidays or any special event

## Work Experience

### **Panera Bread- Clark, NJ- Associate**

**January 2018- June 2018**

- Maintained high standards of customer service during fast-paced operation
- Took initiative to find extra tasks when scheduled duties were complete
- Followed procedures for safe food preparation, assembly and presentation
- Mastered point-of-service computer system for order taking

## Education

**Alexander Hamilton Preparatory Academy | 310 Cherry St. Elizabeth, NJ, 07208**

**September 2015- June 2019**

- GPA: 3.6

## Awards

- Superintendent's Scholar (September 2015- June 2016)

## **Skills & Abilities**

### **COMMUNICATION**

- Excellent communication skills; written and verbal
- Speak English and Spanish fluently

### **LEADERSHIP**

- Influencing and leading abilities
- Goal-oriented
- Efficient under pressure

### **COMPUTER**

- Created basic Java programs

### **Reference –**

Able on request