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| Mikayla Lisiy  Phone: 215-801-1489  mikaylalisiy@gmail.com  Portfolio: <http://mikaylasartandmultimediaportfolio.com/> |
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**EDUCATION:**

MaST Community Charter School, Philadelphia, PA

2004-2017

Highschool Diploma

Bucks County Community College, Bucks County, PA

2017-2019

Completed 2 years towards Bachelor’s Degree

Drexel University, Philadelphia, PA

Continuing to pursue Bachelor’s Degree

**QUALIFICATIONS/SKILLS :**

* Experience with Microsoft applications + adobe programs such as Photoshop, Illustrator, Animate CC, Dreamweaver, and Media Encoder. Additional experience with video editing using Sony Vegas Pro 11.
* 2+ years’ worth of office experience

**WORK EXPERIENCE:**

**Job Title:** Administrative Assistant/Social Media Manager at ***Freedom at Home Homecare LLC***.

**Start Date:** June 2017

**End Date:** September 2019

**Job Tasks:** As an Administrative Assistant, my everyday tasks consist of filing and organization for human resources for both employees and patients, overseeing the agency’s clock-in/clock-out application to keep track of the employees’ attendance records, and verifying the patient’s eligibility for home and community-based services. I also managed the agency’s social media platforms on facebook, Instagram, and google.