

SKILLS

- Microsoft Office
- Computers and technology
- Organization, multitasking, prioritization, attention to detail
- Customer service experience

JOB EXPERIENCE

James H. Moran Middle School, Wallingford, CT - Covid/Office Aide

January 2021 - June 2022

- Accompany students in the halls to ensure social distancing during passing periods and upon request from the office or nurse
- Ensure students are following both Covid and school rules
- Report any incidents witnessed or brought to my attention
- Collect and replace student's Chromebooks that need fixing
- Organize and distribute mail and handouts
- Work closely with the school nurse to ensure sick students were removed from class and separated from others

Nutmeg Farms, Wolcott, CT- Deli Clerk

June 2021 - August 2021

- Prep the coolers for the day
- Replace inventory on the floor
- Take and complete orders for customers
- Clean all appliances, work stations, coolers, and floors

University of New Haven Police Department, West Haven, CT - Student Patrol

January 2020 - March 2020

- Observe and report any suspicious activity to UNHPD
- Assist students, faculty, employees, and guests with any questions or problems
- Patrol all inner campus buildings and assist in performing building lockdown duties
- Assist with other non-law enforcement as assigned
- Provide safety escorts upon request

EDUCATION

University of New Haven, West Haven, CT - Communications

August 2019 - December 2020 (31/121 credits completed)

At University of New Haven I started a degree in Communications with a concentration in film production.