

Lillian R Whiting 47
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OBJECTIVE

To enhance my talents, skills, and further my ability to market my achievements in a professional environment.

Skills & Abilities

Avanti software, payroll, basic Python, Dialogue, Ability to learn and multitask in a fast paced environment. Filing, customer service, screening phone calls, scheduling.

Experience

SEPT 2021 – MAY 2022

SEPT 2022 – MAY 2023

Ticketing Officer | Work Study, Parking Enforcement | Geneseo, NY

Patrol campus parking lots to write up and distribute parking tickets, check on emergencies systems, and help people with questions regarding campus parking.

JULY 2022 – AUG 2022

Office Intern | Genesee County Job Center | Batavia, NY

Duties included data entry, payroll, and filing. Planning, organizing, and hosting events. Designing creative boards.

MAY 2021 – AUG 2021

MAY 2019 – AUG 2019

Intern | Go Art | Batavia, NY

Assisted teachers with students to teach podcasts, and other creative projects like reground the floor on playground . As part of the camp, work with students on music sensory playgrounds.

JULY 2020 – AUG 2020

Office Intern | Coastal Staffing | Batavia, NY

Screening calls, filing, payroll, data entry, scheduling appointments, and designing wall art.

Education

SUNY GENESEO,

September 2021- present

Batavia High School

Graduated June 2021

Communication

My experience of planning and implementing events has grown my writing and verbal skills. Presentations to school board of trustees and events focused on dialogue have given me confident, articulate, and professional speaking abilities.

Leadership

I have participated in different leadership roles in school careers such as PRIMS, SOS, Model UN, Tri-M, and National Honor Society