Micaela Zino

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**Education**

High School: Graduated Hillel Community Day School (2012)

One Year Abroad: Bar Ilan University (2012-13) ( Ramat Gan, Israel)

College: Miami Dade - Undecided Major (2013-14)

**EXPERIENCE & LEADERSHIP**

Child Care - (2008-Present)

Have been babysitting children of all ages on regular basis (2008-Present)

Office Assistant ― (summer of 2009)

Four weeks as an Office Assistant at NR Investments, Inc. (Miami)

• Answer phone calls and direct calls to appropriate parties or take messages.

• Operate telephone switchboard to answer, screen, or forward calls, providing information, taking messages or scheduling appointments.

• Performed general office duties, such as ordering supplies, maintaining records, and basic bookkeeping work.

Tutor ― (2008-2010) (2011-Present)

Homework Tutor three days a week at the Jewish Community Center (JCC) (Miami)

Helped with homework, tests prep, and projects.

Children from 6-years old to 12-years old & Middle school students in various subjects.

Dance Assistant/Teacher ― (2009-2013)

One year as a Dance Assistant once a week at the Jewish Community Center (JCC) (Miami)

Working with girls of 11-years to 12-years old.

Three years as a Dance Teacher three days a week at the Jewish Community Center (JCC) (Miami) working with girls of 8-years to 12 years old,

**ASSOCIATED ORGANIZATIONS**

FIDF (Friends Of The IDF) (2009 - 2012)

Headed a “ Basic Training “ Program on Hom HaAtzmaut for kids

Gala Night

Organized event set up for Gala night

**Skills/Interests**

Language Fluency: -Fluent in English, Spanish, Hebrew

Computer Skills: Proficiency in Microsoft Word, Excel, and Power Point.

(Other Computer Skills For MAC)