

PRISCILLA MA

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75 Dorset Avenue, Albertson, NY 11507

EDUCATION

SUNY Binghamton University, Binghamton, NY

B.A. Drawing, December 2018

- GPA: 3.48/4.00; Dean's List
- Study Abroad Program: Art in Montenegro: A Visual Journal, Herceg Novi, Montenegro, June-July 2017

University of Connecticut, Storrs, CT

Attended 2013-2014, Achieved 27 credits

- GPA: 3.87/4.00; Dean's List

Mineola High School, Garden City Park, NY

High School Diploma, May 2013

- GPA: 3.75/4.00; High Honor Roll; National Honor Society

WORK EXPERIENCE

The Witches Brew, West Hempstead, NY

Counter, November 2020-January 2021

- Prepare food and drinks to be served, stock and inventory, clean workspace and restaurant for open and close, answer phones, takeout orders, dishwasher responsibilities

Urban Brew, Co., Mineola, NY

Barista, November 2019-July 2020

- Open and close cafe, greet & welcome customers, take orders, prepare and serve food & beverages, stock inventory, maintain cleanliness of cafe, daily cleaning behind bar, handle register

Barnes & Noble, Manhasset, NY

Cafe Server, August 2019-November 2019

- Prepare store for opening and closing, clean coffee bar and bakery case, clean dining room, greet and take customer orders, make customer food and drink orders and serve, stock inventory, prep food, present food and drink samples to customers 3x day

WORK EXPERIENCE CONT'D

Goldberg, Miller & Rubin, New York, NY

Legal Assistant, April 2019-July 2019

- Prepare legal documents, organize office calendar for depositions, office meetings, court appearances, in-depth research for cases, collaborate with attorneys and insurance company

Bareburger, Port Washington, NY

Server, April 2018-April 2019

- Greet and seat customers, take customer order, serve food and drinks, answer phone calls and take phone orders, prepare takeout and delivery orders, prepare desserts and drinks, bartend, handle register, prepare restaurant for opening and closing, prep and stock inventory, maintain cleanliness of dining room and behind bar, handle wait times and flow of restaurant, provide overall warm service to customers

Benihana Restaurant, Manhasset, NY

Host, July 2013-August 2014

- Greet and seat customers, answer phone calls, take reservations and phone orders, prepare takeout orders, manage reservations and seating within restaurant, handle wait times and be responsive and helpful to customer questions/concerns, maintain cleanliness of entrance and waiting area of restaurant, provide warm and welcoming service

CERTIFICATIONS

- CPhT by PTCB, Completion of PTCB-Recognized Education/Training Program through Nassau Community College in Garden City, NY (October 2021)

SKILLS

- Experienced and thorough knowledge of customer and hospitality services
- Proficient in Mandarin Chinese
- Well experienced with computer technology, social media platforms, Apple, Adobe, and Microsoft programs
- Outstanding teamwork, organization, and creative skills

ACTIVITIES

3rd Ethos Gallery, Brooklyn, NY

Intern, March 2019-May 2019

- Maintain gallery appearance and cleanliness, promotion for gallery, framing, curation, merchandise, host exhibitions and gallery events, promotion for current and upcoming exhibitions

ACTIVITIES CONT'D

Art in Montenegro: A Visual Journal, Herceg Novi, Montenegro

Study Abroad, June-July 2017

- Achieved 4.0 in study abroad course, exhibited art work in local gallery, presented PowerPoint and speech to students of Binghamton University and Fine Arts Department about time spent and work achieved in Montenegro

The Binghamton University Food Co-Op, Binghamton, NY

Volunteer, January 2017-November 2017

- Assist chef in preparing lunch 3x week, maintain safe and clean environment in co-op and kitchen, coordinate social events

Binghamton University Fine Arts Society, Binghamton, NY

Participant, March 2015-November 2017

- Attend weekly meetings and drawing sessions, plan events with co-members

WHRW Binghamton, Binghamton, NY

Apprentice, January 2017-May 2017

- Participate in weekly radio show, broadcast music, handle studio equipment, attend meetings and events

MACC Charities, Manchester, CT

Volunteer, September 2013-January 2014

- Assist at local thrift store once a week, attend meetings, plan campus events