

Loverta Brown

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EDUCATION

Borough of Manhattan Community College, New York, NY

Associate in Arts Degree; Major: **Linguistics and Chinese**

Associate in Science Degree; Major: **Multimedia Programming - Web Development**

Expected Date of Graduation: May 2023, GPA: 3.4

COMPUTER SKILLS

- Proficient in Facebook, Instagram, Snapchat, Whatsapp, Tik Tok, Microsoft Word, PowerPoint, Outlook, Gmail, Docs, and Google Drive on Windows and Mac.
- Proficient knowledge of Illustrator, Acrobat, Photoshop, Cinema 4D, InDesign, Figma, Miro, GitHub, P5, and Code pen.
- Proficient in Zoom, Teams, and Google Meets.
- Knowledgeable in Animate, Premiere Pro, and Lightroom.

RELEVANT EXPERIENCE

Campaign Project 2023:

- Bring social awareness to students and administrators to the Makerspace in BMCC.
- To help gain funding for the BMCC Makerspace.
- Gain new material and equipment for students to use to become more creative.
- Created a universal flyer and a workshop/event flyer.
- Created videos on testimonies and the work students have created in the Makerspace through the events and on their own.

CUNY Website 2022:

- To showcase CUNY schools that have majors in animations, graphic design, and web development.
- Illustrate the use of coding, javascript, and photoshop.
- Created a responsive site for different screens such as laptops, tablets and phones.

One Piece Website 2022:

- Recreation of Crunchyroll site for the animation One Piece.
- Demonstrating figma designs on website.
- Incorporating videos into my code which is displayed on the website.

WORK EXPERIENCE

UBS Arena - Delaware North, Elmont, New York

Stand Attendant,

October 2022- Present

- Meticulously operated POS system transactions including credit, cash, exchanges, returns, and refunds to ensure seamless and accurate cash flow.
- Ability to work effectively with others in a fast-paced environment.
- Greet guests approaching the stand, communicate offerings, and answer any guest questions in a friendly manner.
- Acquaints guests with items for sale and uses suggestive selling techniques including participating in the set-up of the stand, arranging inventory, and notifying the supervisor of any inventory deficiency or shortages.

- Account for all transactions and balance banks at end of the shift.

Five Below, Forest Hills, NY

Sales Associate,

October 2022- January 2023

- Maintained a clean, organized inventory and curated displays of rotating seasonal clothing and accessories.
- Anticipated customers' needs, providing them with excellent customer service while upholding brand standards.
- Supported the opening and closing shifts.
- Swiftly and gently addressed any customer complaints or concerns, escalating them to management when necessary.

City Parks Foundation (Internship)

Administrator, Web designer, and Supervisor,

July 2022-August 2022

- Contact organizations to help promote the programs of the City Parks Foundation.
- Create a Google Site resource page for City Parks Foundation
- Supervised students and helped the community get rid of their waste.

Austin's Ale House, Queens, NY

Hostess,

March 2021 - January 2022

- Warmly greeted and escorted guests to their assigned tables seating 100+ people per shift.
- Coordinated with the waitstaff, kitchen, and managers to ensure each guest was assigned and satisfied with their service.
- Coordinated 10-30 reservations per shift through phone, email, and other platforms.
- Respond to inquiries and requests in a timely, friendly, and efficient manner over the phone and in person, while also organizing seating arrangements for guests and staff.

Americare, Brooklyn, NY

Home Health Aide (HHA),

January 2021- August 2021

- Provided basic personal care tasks and wound healing.
- Performed light housekeeping duties and ran errands.
- Assisted the patient in an out of bed and/or transferred to or from a wheelchair.
- Keep track of patients' conditions by taking temperatures, pulse, respiration, and weight.

The Greater Ridgewood Youth Council, Ridgewood, NY

Group Leader,

October 2019 - September 2020

- Worked with 5th graders on their STEM assignments.
- Taught yoga, and arts and crafts.

AWARDS

- Honors Program 2021 and 2022
- Dean's List for 2021 and 2022