**‍CHARLES SMITH**

1627 67th Ave, Philadelphia, PA 19126

215-617-8195, CharlesJohnSmith26@gmail.com

Skills & Qualifications:

* Strong computer and data entry skills
* Experience providing excellent customer service
* Strong Interpersonal Skills
* Proficient in Microsoft Word, Excel, and PowerPoint

**Education:**

Temple University Philadelphia, PA

**Major: Criminal Justice** May 2015

Community College of Philadelphia Philadelphia, PA

**Major: Criminal Justice** May 2012

**Work Experience:**

**Children Crisis Treatment Center (TSS Worker)** Current

* Provide therapeutic support to children in their home and school
* Implement clinical interventions from a behavioral treatment plan to assist children in making positive and suitable changes
* Report information to treatment team

**Macy’s** Nov.2014- Sept. 2015

* Provide outstanding customer service
* Update prices on various merchandise
* Maintain cleanliness of store
* Stock shelves

**PECO Energy Intern**  July2007- Aug. 2008

* File customer documents
* Enter data into Excel Spreadsheets and CIMS
* Co-present on work experience with PECO energy

**Volunteer Experience:**

**Philadelphia AIDS Walk, Volunteer** October 2004 and 2012

* Helped raise money by walking 8.4 miles to help find a cure against AIDS