

CONSTANCE ROBIN



CONTACT

[772] 341-6445
zomblic@hotmail.com
Hobe Sound, FL 33455

EDUCATION

CODING BOOTCAMP
University of Central Florida
2025-PRESENT

MA IN ENGLISH AND CREATIVE WRITING
Southern New Hampshire University
2015-2018

BA IN ENGLISH
Florida Atlantic University
2012-2015

SKILLS

Conflict Resolution
Quick Learner
Problem-Solving
Computer Literacy
Strong Communication
Customer Service

SUMMARY

Organized office professional with exemplary multitasking, time management, communication, and customer service skills. Responsible professional willing to go the extra mile to assist others with solving problems and support as needed.

EXPERIENCE

CASHIER
Marshalls, TJX Tequesta, FL

SAT/ACT/ELA TUTOR
C2Education Jupiter, FL

2024- 2024

- Taught Reading/Writing strategies for digital and physical texts/ tests while developing annotating skills for a variety of texts.
- Tracked students' progress and improvement, updating and adapting lesson plans as needed.
- Provide administrative support as needed.

FRONT DESK RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Best Life Counseling Jupiter, FL

2023-2024

- Administrative tasks, including Filing, data entry and providing continuous customer support.
- Resolved conflicts to customer's satisfaction.
- Handled sensitive customer information according to policies and procedures.

ADMINISTRATIVE ASSISTANT

Turtle River Montessori Jupiter, FL

2021- 2023

- Administrative tasks, including filing, compliance for staff and students, diligent data entry and collaborated on various projects/ events.
- Took inventory and ensured items remained in stock.
- Delivered excellent customer service through prompt responses to staff and family inquiries as well as addressing concerns.