Cassandra R. Apollon

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#### OBJECTIVE Strong detailed administrative, communication, and organizational skills; high-energy multi-tasker in on a quest a challenging position to utilize my experience and counseling skills for the successful completion of each job task.

**EDUCATION New York City College of Technology, Brooklyn NY** Expected Spring 2015

Major: Human Services

####  EXPERIENCE

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#### Greenpoint YMCA, Brooklyn, N.Y. (School Age Children Center)

 **Coordinator**  **07/13 – Present**

* Assist in the administrative tracking and program data management
* Provide leadership, motivation and role modeling for counselors, as needed, through daily program rounds
* Assume leadership in the absence of the Program Director
* Schedule and recruit outside enrichment sources for enhancement purposes of the program
* Interact daily with parents and create systems for parent communication and involvement
* Completed First Aid/CPR/RTE certified; working towards MAT certification

#### West Side YMCA, New York, N.Y. (including off site P.S.165)

 **Group Leader**  **06/11 – 08/12**

* Developed Summer Camp curriculum to correspond with weekly themes in the following areas: indoor/outdoor games/ cooking/ group projects/life skills/ and arts & crafts
* Supervised all co-counselors and CITs in unit ensuring they implemented daily activities
* Maintained necessary records and completed requested forms and reports

#### Continually kept participants active and engaged in fun and challenging activities including; organized arts & crafts, singing, sports activities, games, and field trips

#### Followed and executed activities according to pre-designed daily lesson plans

* Exercised flexibility and sensitivity to changing situations and needs

Score! Educational Centers, New York, N.Y.

 **Academic Coach 06/06 – 08/07**

* Tutored students ages 4-14 in Math Concepts and Skills, Spelling, Algebra, Language Arts, Reading Workshop, Head Sprout reading program for Pre-K children
* Motivated and assisted students in keeping up, and getting ahead in their academic work
* Communicated with parents and created realistic goals for their child during their Score Membership

 Institute for Psychoanalysis and Research, New York, N.Y.

 **Administrative Assistant**  **06/06 – 08/07**

* Organized, maintained, and purged files, documents, and logs
* Scheduled appointments and maintained conference room availability
* Handled and processed mail
* Collected, sorted, batched, alphabetized, code, and documents for filing, storage, or processing.

**COMPUTER SKILLS** Fluency with all Microsoft, Internet and Office programs: Word, Outlook, Excel, and

PowerPoint

**LANGUAGE SKILLS** Haitian Creole (native); French (Basic)