***Camille Gordon***

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***PROFESSIONAL AND INTENSHIP EXPERIENCE***

**RIDGEWOOD PRESBYTERIAN CHURCH, ADULT CARE SERVICES**

Intern (Human Services) **Ridgewood, NY 11385 02/16-12/16**

.  Accompany clients on trips.

. Assist Director with event planning.

. Engage in arts and crafts with consumers.

.  Play games and puzzles with clients.

**UNITED CEREBRAL PALSY Brooklyn, NY 09/12-05/13**

. Accompanied clients to events.

. Assisted the Director with the implementation of activities.

. Engage in conversation and extracurricular activities with clients.

. Escort clients on walks in the community.

**CUNY GRADUATE CENTER New York, NY 07/06-Present**

Assistant to Benefits Coordinator

.         Assist Benefits Officer with administration and implementation of benefits during Onboarding

 Orientations for all new Instructional staff.

.         Preparing of onboarding information by creating and maintain packets on benefits information.

.         Distribution of timely notices about changes in benefit programs and options on a monthly basis.

.         Ensure timely and accurate processing benefits actions and requests during open enrollments.

.         Represent the college at university-wide benefits meetings monthly.

.         Organize and host University Benefit fairs annually.

.         Prepare Welfare-fund Benefit monthly Reports.

.         Manage Benefits entries into PAYSERV NY State Payroll System daily.

.         Entry and maintaining of all instructional Staff CUNY-First records daily.

. Provide administrative support to HR department.

. Process open enrollment transactions and reports.

. Review eligibility for healthcare, pension, retirement and FMLA leaves.

. Analyze and complete all important benefits related matters for all employees.

**BRONX COMMUNITY COLLEGE                                     Bronx, NY     04/05-12/05**

Department Secretary

.         Provided Administration support to the Chairperson of the department

·         Processed weekly timesheets for Staff and Faculty.

·         Created schedules of classes for the Department and Faculty.

·         Directed important phone calls for Chairperson and Faculty.

·         Updated Curriculum Vitae’s for Faculty Members.

·         Typed important requests for department.

·         Assisted Faculty members with updating of the current semesters Finals, Mid-Terms and Syllabus.

·         Set up and schedule appointments for students, staff and Faculty.

·         Processed and distributed mail, faxes and other important Documents.

·         Ordered, distributed and maintained office supplies.

**GEORGESON SHAREHOLDER                                            New York, NY   08/01-01/05**

Research Analyst /Call Operator

·         Researched active open stocks for clients.

·         Maintained database for client’s open stocks.

·         Updated clients stock information.

·         Assisted clients in the transferal of new stocks.

·         Answered calls in call center for the research department.

·         Contacted clients to update their accounts.

·         Provided administrated support for department.

·         Assisted supervisor with staff for training.

**NEW YORK ERRANDS                                                           New York, NY     02/00-08/01**

Receptionist/Dispatcher

·         Scheduled and confirmed all messenger requests.

·         Responded to customers’ inquiries and complaints in a high call Volume inbound call center.

·         Logged all internal/external courier and shipment requests.

·         Dispatched messenger jobs for clients through radio.

**BERNCO AUTO PARTS                                                            Ozone Park, NY   05/99-01/00**

Customer Service Representative

·         Processed sales orders for inventory, chain stores, customers and warehouse.

·         Answered phone calls for customer purchases and inquiries.

·         Received and maintained inventory for company and warehouse.

·         Data entry, typing, faxing, filing.

**EDUCATION**

New York City College of Technology             Bachelor Degree (12/2016)

Borough of Community College Associate Degree (5/2013)

Medgar Evans College                                                           Certificate Program/Computers (8/1999)

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### Systems: NYS Payroll, CUNY-First

### Skills: Proficient with Microsoft Word, MS Outlook, Access, Internet savvy.

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