**KIMBERLEY PETERS**

999 Flatbush Avenue

Brooklyn, NY 11225

212-987-6543

Kimberley.peters99@yahoo.com

**EDUCATION**

**New York City College of Technology Brooklyn, NY**

Bachelors’ in Science, expected to graduate June 2017

Major: Legal Studies

**Kingsborough Community College Brooklyn, NY**

­Associates in Arts, expected to graduate June 2015

Major: Liberal Arts

**WORK EXPERIENCE**

**Kingsborough Office of Opening Doors Brooklyn, NY**

*College Assistant* 8/2015-Present

* Performing miscellaneous clerical, administrative, research or other work related to the operation of the College
* Answering and attend to telephone calls, maintain records, operate office machines (such as copiers and fax)
* Sorting and distribute mail, issue keys and identity cards, act as messenger, and perform related tasks as required

**American Diabetes Association New York, NY**

*CUNY Service Corps Intern* 9/2014-6/2015

* Conducting diabetes workshops about the prevention of being diabetic
* Assist executive personnel with different projects and data entry of cliental information

**Kingsborough Office of Career Development Brooklyn, NY**

*Student Aide* 6/2013-7/2015

* ­Assisted students with general inquires including departmental and campus information
* Implemented promotional outreach to the Kingsborough campus regarding events
* Delivered and collected mail
* Assisted with administrative tasks including data entry of student intake forms

**The Peter Family**   **Brooklyn, NY**

*Childcare Provider* 8/2012-6/2013

* ­Prepared small meals for children
* Planned play dates and outings for children
* Assisted children with homework assignments and read to the children
* Prepared children for bath and bedtime

**VOLUNTEER EXPERIENCE**

**Kingsborough Community College**  **Brooklyn, NY**

*Career Peer and Student Ambassador*  9/2014-9/2015

* Help students develop resumes and cover letters
* Assist Career, Transfer and Service Learning events
* Promote the services and resources of the office through class presentations and dedicated blog posts
* Assist the Office of Student Life by providing support to newly entering students
* Attend monthly in service workshops and participate in a Leadership Certification Program
* Give direction and assistance to students and their families during special events

**ACTIVITIES**

**Kingsborough Community College Brooklyn, NY**

* CAB (Vice-President) 4/2014-6/2015
* Student Ambassador (Co-Leader) 3/2014-6/2015
* National Society of Leadership and Success (President) 9/2014-6/2015
* Student Government Rep 9/2014-6/2015
* Photography Club 9/2014-6/2015
* Student World Assembly Club 9 /2014-6/2015

**PS 206 Brooklyn, NY** *Junior Achievement Volunteer* 12/2013

* Taught 4th graders about how to manage a business
* Assessed students’ knowledge after each session

**SKILLS**

* Fluent in Creole and Patois
* Possess expertise in childcare and knowledge of child development
* Basic knowledge of Microsoft Word, Excel and PowerPoint