

Smart Student
1234 Nameoke Street, Far Rockaway, NY
(347)888-9999
SStudent1190@gmail.com

Education:

New York City College of Technology, Brooklyn, NY

Associate is Paralegal

Expected May 2022

Preparatory academy for writers, Queens, New York.

Graduated

June 2020

WORK EXPERIENCE:

Bayswater Jewish center

July 2019-May 2020

Far Rockaway, NY

- Help organize various events in the community.
- Cleaned and managed the offices
- Helped plan various events for children in the community

Summer youth worker/ office assistant

July 2017-August 2018

RDRC office, Far Rockaway, NY

- Organized and managed files.
- Scheduled meetings and appointments.
- Supporting other staff with organizational tasks.
- Welcoming visitors to your office.
- Answering phone calls

EXTRACURRICULAR ACTIVITIES:

Lay Organization Youth

December 2017 - Present

Track

September 2019-June 2020

Softball

September 2019-June 2020

SKILLS:

Team leadership

Sorting and labeling