
KIMBERLEY PETERS

999 Flatbush Avenue

Brooklyn, NY 11225

212-987-6543

Kimberley.peters99@yahoo.com

EDUCATION

New York City College of Technology

Bachelors' in Science, expected to graduate June 2017

Major: Legal Studies

Brooklyn, NY

Kingsborough Community College

Associates in Arts, expected to graduate June 2015

Major: Liberal Arts

Brooklyn, NY

WORK EXPERIENCE

Kingsborough Office of Opening Doors

College Assistant

- 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

Brooklyn, NY

8/2015-Present

American Diabetes Association

CUNY Service Corps Intern

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

New York, NY

9/2014-6/2015

Kingsborough Office of Career Development

Student Aide

- 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

Brooklyn, NY

6/2013-7/2015

The Peter Family

Childcare Provider

- 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

Brooklyn, NY

8/2012-6/2013

VOLUNTEER EXPERIENCE

Kingsborough Community College

Career Peer and Student Ambassador

- 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

Brooklyn, NY

9/2014-9/2015

ACTIVITIES

Kingsborough Community College

- CAB (Vice-President)
- Student Ambassador (Co-Leader)
- National Society of Leadership and Success (President)
- Student Government Rep
- Photography Club
- Student World Assembly Club

Brooklyn, NY

4/2014-6/2015

3/2014-6/2015

9/2014-6/2015

9/2014-6/2015

9/2014-6/2015

9/2014-6/2015

PS 206

Junior Achievement Volunteer

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

Brooklyn, NY

12/2013

SKILLS

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