

Student Ten

999 Madison Avenue Brooklyn,
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Objective

Solution-orientated professional and a college student studying in Legal Field seeking a position in Paralegal. Energetic and dedicated social professional with superior analytical, decision-making abilities, and public communication.

EXPERIENCE

Maimonides Medical Center —4802 10th Ave, Brooklyn, NY 11219 — Volunteering

2019 - 2020- Delegations, time-management, trained and prepared for an emergency, and teamwork.

Sunset Senior Center —4520 4th Ave, Brooklyn, NY 11220— Volunteering

2019-2021- Worked with people in need as; disability, and elders, obtaining service skills, and patience.

UN Program —New York City Hall- Committee on Cultural Affairs

2017-2018- Learned how diversity conducts in our daily life, working with community leaders and ethnic groups to bring changes and better our City.

ColdStone —Sheepshead Bay, Brooklyn, NY 11235 — Shift Leader

2020-2021- Customer service skills, leadership, managing team during the shift, and handling difficult situations.

The Ice Cream House —2 Church Ave, Brooklyn, NY 11218- Assistant Manager

2021-2022- Worked with managers and investors of the business, and product vendors for resupplying the store products, handled schedules and management for employees.

Caretaker MHC Health —219 Chruch Ave, Brooklyn, NY 11218- CPDAP

2022— Spreadsheet management, interpersonal skills, dealing with health aid tasks.

EDUCATION

New York City College of Technology, 300 Jay St. Brooklyn, NY 11218— BS

2022—Course work: Civil Law Procedure, Introduction to Paralegal Studies, Law and Paralegals Club

Sunset Park H.S, Sunset Park, Brooklyn NY 11218 — H.S Degree

2016-2020—Course work: Student Government, Student Leadership, Arts and Craft Committee, Cultural Affairs.

SKILLS

Communication

Self-Sufficient

Team Work

Organization

Research Skill

Analytical

AWARDS

High School Honor

Student Organization

The National Diversity

Community Magazine

Arts Magazine

LANGUAGES

Bengali, Hindi, Urdu, Arabic, and English.

