

# Student Two

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## Education

**New York City College of Technology, CUNY**

**(Sept 2022-Present)**

300 Jay St, Brooklyn, NY 11201

-Associates degree in Paralegal Studies expected to be completed Summer 2024

-Relevant Course Work:

Civil Law and Procedure, Intro into Paralegal Studies, Public Speaking

**Chantilly High School, FCPS**

**(Sept 2018- Jun 2022)**

4201 Stringfellow Rd, Chantilly, VA 20151

Relevant Course Work:

Criminal Justice 1, Government

## Experience

**Firehouse Subs (Shift Leader)**

**(Apr 2019- Dec 2021)**

13812 Metrotech Dr, Chantilly, VA 20151

-Interacted with customers and their transactions within the store

-Pre inspected Restaurant to ensure restaurant followed local health guidelines

-Managed complaints in coordination with store managers

-Trained new team members on proper restaurant procedures and protocols

-Collected donation funds for local Police and Fire departments

**Civil Air Patrol (cadet)****(Jun 2018- Jan 2020)****7401 Airfield Dr, North Chesterfield, VA 23237**

- Gained Leadership and Teamwork skills while leading groups of up to 20 cadets
- Participated in many notable events around the Washington DC area assisting with local and federal authorities and their operations.
- Gained Disciplinary skills while participating in drill ceremonies

**Skills**

- Certified in: Microsoft Excel, PowerPoint, Word
- Speaking Proficient in: Cantonese