Cristina Ramnarine

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**Objective** To obtain a position that will allow me to offer and utilize my people, as well as technical skills, at your agency

**Education New York City College of Technology CUNY** 2010

* Human Services Bachelor’s Degree
	+ Expected graduation date May 2014
	+ Specialization in Family and Child Care therapy
* Microsoft Office Specialist

**Thomas A. Edison Career and Technical High School Queens, NY** 2010

* Computer Science
	+ Microsoft Office Specialist Certification
	+ Economics
		- Researching production, consumption, and distribution of goods and services

**National Honor Society**

* A group in Thomas A. Edison Career and Technical High School that provided community service and took part in community activities such as marathons that were charity-based, visited nursing homes, and attended walks for community betterment.

**Teens At Service**

**Experience College Assistant New York City College of Technology CUNY** 2012

 Computer Tutor

* Troubleshooting computer problems
* Microsoft Word and Excel

**Sales Associate Aeropostale** 2011

* Work with a sales team of 10+ employees
* Fulfill customer inquiries and manage sales transactions
* Merchandise and prepare products for sale

**Instructor’s Assistant Happy Heart Day Care Queens, NY** 2008-2010

* Instructed and cared for children
* Aided instructors with clerical and administrative work
* Communicated with parents concerning children’s progress

**Skills**

* Microsoft Word, Excel, PowerPoint, and Access
* Type words per minute: 50