

# Daniela Díaz

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## *Objective*

Obtain a position as a Human Service provider in which I can contribute to the organization's success individually and as a team member by providing excellent and professional services. I would love the opportunity to be part of a team that is in the business of making a difference in people's lives.

## *Education*

### **New York City College of Technology**

09/2009-12/2015

Associates in Applied Science (*Human Services*)

7/2015

300 Jay Street, Brooklyn, N.Y. 201

Bachelor's Degree in Applied Science (*Human Services*)

Expected graduation date January, 2016

## *Experience*

### **Arab American Association of New York**

**Brooklyn, N.Y.**

02/2015 – 12/2015

*Adult Education Intern*

- Assisted ESL teachers in the classrooms
- Facilitated two citizenship classes
- Worked one on one with students to help them prepare for the Naturalization exam
- Occasionally facilitated small groups for English conversation class
- Input data into Apricot to keep and the ONA Master Tracking to keep record of students' record and attendance.
- Co-facilitated a workshop to empower the woman of the Arab community

### **Brooklyn Community Services**

**Brooklyn, N.Y.**

01/2014 - 05/2014 & 09/2014 - 12/2014

*Intern*

- Assisted clients with developmental disabilities to obtain employment
- Helped clients to complete job applications online
- Accompanied clients along with their job coaches to job interviews
- Assisted job coaches with job fairs and mock interviews
- Assisted job coaches with documenting case notes

### **Birch Family Services**

**Brooklyn, N.Y.**

07/2011- 08/2014

Nazareth Early Childhood Center

*Teacher Assistant Substitute (Floater)*

- Assisted Teachers in all activities necessary to support students in achieving their IEP (Individualized Education Program) goals

- Performed most classroom and school-wide duties pertaining to the organization, maintenance, and instruction of the classroom
- Supervised the classroom when the teachers had to step out for a short period of time and/or when they had outdoor activities such as in the playground
- Received and escorted students from the school bus to their respective classrooms
- Worked one-on-one with students who have high demanding behaviors so that the class could run smoothly

### ***Volunteer Experience***

#### **United Citizen Senior Center of Sunset Park**

**Brooklyn, NY**

September – November 2015

- Volunteered 22 hours at this senior center.
- Assisted the Executive Director and the Activity Coordinator in different tasks.
- Created a flyer to recruit volunteers and a manual for new volunteers, as part of an assignment for the Volunteerism Course.

#### **Maimonides Medical Center**

**Brooklyn, NY**

January 2011-July 2011

- Volunteer as a clerical worker at the Division of Hematology/Oncology
- Assisted the Administrative Assistant/Coordinator of this Division during this period

### ***Awards & Skills***

Deans' List - Spring 2014 & 2015

Fluent in Spanish

Microsoft Office, Basic SPSS, Word Press