Denique Spencer

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Academic Background

Bachelor's of Science [Dec 2020]

Degree in Business & Technology of Fashion New York City College of Technology Brooklyn, NY 11201

(Dean's List)

Associate's of Arts [Jun 2016]

Degree in Liberal Arts Kingsborough Community College Brooklyn, NY 11235

Relevant Professional Work Experience

Assistant to Real Estate Agent, NOOKLYN Real Estate Agency

[2018]

- Monitor incoming calls, texts, and emails from prospective clients
- * Manage and organize realtors daily schedule, scheduling showing appointments for each client
- Screen clients to ensure that they uphold requirements set by the property owner for each unit.

Homecare Provider, SYNERGY Home Care

[2017]

- Planning and preparing meals for clients, taking dietary restrictions and preferences into consideration.
- Supervised and monitored the safety of clients.
- Engaging clients by conversing with them and planning and attending them as they participate in appropriate social activities and hobbies.
- Handling errands for or with client, such as grocery shopping, paying bills, writing letters, etc.

Assistant Pre-K Teacher, PHYL'S Academy Preparatory School

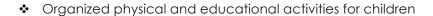
[2016]

- Assisted head teacher in the management of students and the classroom
- Provided general support and one on one assistance for students
- Monitored students academic performance throughout the year assuring their yearly goal was attained.
- Planned learning activities and trips for students with other teachers. Created unique syllabus for students weekly.

Daycare Assistant, LAFAYETTE Kids Childcare Inc

[2014]

- Supervise and monitor the safety of children
- Responsible for maintaining a clean environment for the daycare
- ❖ Prepared organize meals and snacks for children



Hospitality Service, AU BON PAIN

[2010]

- Café Cashier (managed customer monetary transactions)
- Café Prep (opened/closed restaurant; maintained a clean dining hall)
- Food Service (created custom artesian sandwiches, salads, and baked goods)

Dental Assistant/Office Receptionist, DR. NOEL PARRIS, MD

[2008]

- Chair side Assistant to dentist during dental procedure
- Prepare the station for dental procedures
- Sterilize instruments, and take x-rays
- Front desk responsibility answering phones (Identifying and solving patient issues).
- Checking client information, filing Insurance claims and scheduling patient appointments.

Relevant Internship Experience

Fashion Blogger (remote), BLUEJESTIC

[2020]

- Responsibilities include regularly posting fashion, beauty, and lifestyle content onto companies Facebook and Blog thus generating more company exposure.
- Staying current on industry trends for possible opportunities to attract new readers and creators or create stronger, more engaging content.
- Maximizing site traffic by utilizing Search Engine Optimization keywords
- Writing, editing, publishing, and promoting content.

Undergraduate Teacher's Assistant, New York City College of Technology

[2020]

Faculty: Dr. Alyssa Adomaitis (Director of Business & Technology of Fashion Department)

- Organized & Maintained documents for faculty
- Created Excel spreadsheets to maintain faculty's assignments & grades

Certifications

Title IX Sexual Harassment, Gender-Based Harassment and Sexual Violence Student Curriculum Presented by Patricia Cody, Title IX Coordinator

Experiential Learning

Attended The Antonio Ratti Textile Center and Reference Library at The Metropolitan Museum of Art Textile class; Faculty: Dr. Nazanin Munroe

Civic Engagement

New York City College of Technology's Chapter Of The National Society of Leadership and Success

Presented by Tevin Harris & Melany Chavez, Chapter Co-Advisor

Skills Proficient In

Communication Skills

Computer Skills

EXCEL, WORD, OFFICE, POWERPOINT, and GOOGLE Spreadsheets, DOCS, SLIDES, CALENDER

> ZOOM, SKYPE, RING CENTRAL, GOOGLE VOICE

Social Media Skills

INSTAGRAM, FACEBOOK, TWITTER, SNAPCHAT, TIKTOK, and PINTEREST

Fashion Snoops Database (research new and upcoming trends, create color palettes & trend forecasts)

Ability to create Websites; E-Portfolio's



Network