

# Denique Spencer

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## Academic Background

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### 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

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### 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



- ❖ Organized physical and educational activities 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**

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#### 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**

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Title IX Sexual Harassment, Gender-Based Harassment and Sexual Violence Student Curriculum

*Presented by Patricia Cody, Title IX Coordinator*

## **Experiential Learning**

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

## **Civic Engagement**

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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**

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Computer Skills

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

Communication Skills

- 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

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