

Eli Dardis

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Education

New York City College of Technology *Anticipated 12/18*

Bachelor of Science, Professional and Technical Writing

Hofstra University *04/13*

Bachelor of Arts, Creative Writing

- Overseas Study
 - University of Ireland, Galway *06/10-07/10, 06/12-07/12*
 - Istituto Cannosiano, Venice, Italy *01/12*
- Program Assistant, Hofstra in Ireland 2012 *06/12-07/12*
- Representative/Supervisor, Resident Safety *02/09-05/12*

Skills

- Intermediate knowledge of Microsoft Office products
- Beginner-level knowledge of Java and HTML
- Intermediate ability to advise and instruct new members/teammates
- Semi-regular use of social media, including Facebook and Instagram
- Intermediate ability in customer service and public outreach

Professional Experience

Service Corps, City University of New York *09/17-05/18*

New Alternatives for Children, Prevention Department: Intern

- Assisted in creating new case charts, filing case information
- Opened and closed client cases in a centralized database
- Maintained spreadsheets of case information

Change to Win Federation: Data Assistant *01/17-Present*

- Operated as a member of a team of researchers for union-related operations

Collected data for entry into larger databases for team supervisors and higher operatives

Hofstra University Resident Safety *02/09-05/12*

- Checked visitors in and out of student residence halls, up to 100 during a shift
- Instructed 2 new employees in identification card protocol and procedures, per semester
- Recorded visitor identification and host locations, to ensure safety of all resident students
- Networked closely with campus security and local law enforcement to maintain both safety for students and local community

Volunteer Experience

Park Slope Food Co-op *02/13-Present*

- General Member, Receiving Department
- Loaded and moved stock items, up to 70 pounds, in a fast-paced working environment
- Communicated with coordinating staff about floor and member concerns
- Trained 2 new members on how to stock products, when needed

Athens Music Festival: Merchandise and Beverage Volunteer *06/10, 06/11*

Rose of Athens Theater Company: Volunteer Stagehand *06/10*

New York Fringe Festival: Box Office Volunteer *08/08*

New York Blood Services: Bloodmobile Volunteer *07/08-08/08*

Extracurricular Organizations

Tau Kappa Epsilon Fraternity Colony 882 – Brooklyn College: Founding Brother

- Operated as de facto vice president
- Actively recruited new members and helped to generate interest in the formation of an expansion colony
- Handled and assisted in settling disputes between members and active leadership
- Advised on effective strategies for social media and recruitment

CUNY Service Corps: Corps member

- Operated on a volunteer level to aid impoverished communities in the city of New York
- Developed and performed a rallying call-and-response and chant for the City Tech members
- Engaged in monthly discussions on how to improve professional skills and abilities