

Niasia Rivera

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OBJECTIVE

To obtain a Paralegal internship position.

EDUCATION

New York City College of Technology, CUNY

Major: Law and Paralegal Studies(ABA approved)

Associate Degree, June 2015

WORK EXPERIENCE

Partners in Care

New York, New York

2013-Present

Home Health Aide,

Responsible for assisting clients with daily living activities such as cleaning, cooking, scheduling and attending necessary appointments.

Control Security Inc.

New york,New York

2011-2013

Security Officer,

Responsibilities included patrolling all areas of my location, updating daily communication log and directing customers to the proper sales department or sales person.

Key Food Supermarket

Brooklyn, New York

2010 - 2011

Head Cashier,

Was responsible for balancing the funds of all registers and cash draw during my shift, trading new cashiers, answering phones and issuing refunds, credits and rain checks.

References available upon request