

Niasia Rivera

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OBJECTIVE

To obtain a Paralegal internship position.

PROFESSIONAL STRENGTHS

- Professional appearance and demeanor
- Ability to communicate effectively with individuals at any level
- Sensitivity in handling confidential information
- Attention to detail
- Strong organizational skills
- Ability to multi-task in fast-paced environment
- Excellent communication and interpersonal skills

PROFESSIONAL EXPERIENCE

Partners In Care

New York, New York

2013- Present

Home Health Aide

- Responsible for assisting client with daily living activities.

Control Security

New York, New York

2011-2013

Security Officer

- Responsible for EAS Checkpoint response.
- Responsible for employee and customer baggage checks.
- Responsible for patrolling all areas of my location
- Responsible for escorting facility maintenance to compactor.
- Responsible for updating the daily communication log.
- Responsible for directing customers to the proper sales department or sales person.

Key Food Supermarket

Brooklyn, New York

2010 - 2011

Head Cashier

- Responsible for balancing the funds of ten registers and cash draw during my shift.
- Responsible for issuing receipts, refunds, credits and rain checks.
- Responsible for merchandise flow and signage placement.
- Responsible for training of new cashiers.
- Assisted in answering customer questions about store policies.

EDUCATION

W.E.B Dubois High School

Brooklyn, New York
2006-2010 Regents Diploma

COMPUTER SKILLS

- Microsoft XP

REFERENCES

Available upon request