107 Brooklyn ave apt c8

Brooklyn New York 11216

3474301115

lachamchez@yahoo.com

**FELICIA CHAMBERS**

Objective To gain as much knowledge of and experience in the different fields of human services

 And community work in New York City.

Skills & Abilities Functional knowledge of commonly used software for computers

* **Microsoft word processing, PowerPoint, Photoshop, Office**
* **Norton Antivirus, Mcfee Virus Scan**

 Computer Programming

* **Cobol**
* **C ++**
* **Basic**

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 Brooklyn, New York

Experience **Cashier**  5/03/2001-8/30/2001

 Restoration Plaza – Baskin Robins

* **Helped make ice cream treats, received money for purchase**
* **Provide customer service**

 Summer Youth Employment Program Brooklyn, New York

 **Secretary** 5/1/2003-08/31/2003

* **Answered phones, organized files sent faxes took notes**

 Beth Israel Hospital New York, New York

 **Volunteer**  12/8/2004-02/21/2005

* **Assisted medical staff in the maternity ward**
* **Help nurses and doctors**
* **Help serve food**
* **Help with simple task with newborns**

Kings County Hospital Brooklyn, New York

 **Helper**  5/1/2006-08/31/2006

* **Transferred patients to different ward of the hospital**
* **Helped give patients food and information**
* **Served as a guide to patients**

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 Education **Boys and Girls High School** Brooklyn, New York

 09/06/2002-06/26/2006

 Major: Computer Programming/ science

* **High School Diploma with New York State Regents Diploma**

 **CUNY – City College of Technology** Brooklyn, New York

 09/31/2006 – Present

 Major: Human Services

 Goal: B.A in Human Services

Leadership Part of SEEK club at CUNY.