**Jie Lan Mai**558 54th STREET 3FL, Brooklyn, NY 11220
(TEL):347-337-2807 (E-mail): jmai1123@yahoo.com

**Summary:** Enthusiastic Human Services major with strong technical skills and the ability to learn concepts quickly and strong motivation to succeed, outstanding relationship building, and also hard working.

**OBJECTIVE:** To obtain a position in human services

**EDUCATION**

* *Advanced High School Diploma (Jun 2010)*

 Lower East Side Preparatory High School, New York City, NY

* *CPR certified (SEP 2011-SEP2013)*

SIEMT NY15362, 178 Kell Ave. SI, NY 10314 Phone 718-981-9474

* *Associated of Human Services (Expected Graduation Jun 2014)*

 New York City College of Technology, Brooklyn, NY

**HONORS** **AND AWARDS**

* America’s Future Leaders (2007)
* Public Advocate Achievement (June 2010)
* President Obama’s Education Gold Award (June2010)

**HUMAN SERVICES RELATED EXPERIENCE**

 ***Receptionist*** *(Jun2012-Present)*

 Stephen Wan M.D. Obstetrics & Gynecology

 217 Grand ST, 2nd FL New York, NY 10013 Phone 212-625-9292

 Answering incoming calls on multi-line telephones, appointment scheduling, clients’ greetings, records keeping, keyboarding/data entry, organizing patients’ documents and performing a variety of other office tasks, such as faxing or emailing.

**OTHER WORK EXPERIENCE**

***Cashier and Designer***  *(Jun 2010-Jun2012)*

 Xin Fa Bakery INC.

 5617 8th AVE, Brooklyn, NY 11220

 Assisted customers with purchases, processed cash sales transactions, prepared drinks & deserts, trained new employees.

**INTERNSHIPS**

*Kingsbrook Jewish Medical Center (Jun 2011-December 2011)*

585 Schenectady Avenue Brooklyn, NY 11203

* Monitored patients' respiration activity, blood pressure, heart rate, oxygen saturation
* Checked and recorded clients’ body temperature and pain scale
* Served meals, assisted with feeding ambulating and bath

**VOLUNTEERING**

*Park Slope Senior Citizens Center (4hrs, September15, 2011)* 463A 7th ST, Brooklyn, NY 11215 Phone 718-8323726

 Prepared foods, handed out foods, played game with the elders and cleaned the center.

**SKILLS AND ABILITIES**

* *Computer Skills*-Microsoft Office (Windows, Microsoft Word, Excel, Access, and PowerPoint)
* Fluent in English and Chinese (Cantonese and Mandarin)
* Able to work independently and as a member of a team
* Very good ability to learn new skills and tasks
* Ability to interact with many different people with different types of personalities

**REFERENCES:** Available upon request.