

## EDUCATION

New York City College of Technology, 8/11 - 12/14  
Brooklyn, NY  
*Completed Bachelor degree in Communication Design*

LaGuardia Community College , 09/08 - 07/11  
Long Island City, NY  
*Major : New Media Technology*  
Completed Associate in Applied Science degree  
GPA : 3.5

## VOLUNTEER EXPERIENCE

LaGuardia Community College , 01/11 - 3/11  
Long Island City, NY  
*Intern , Information Systems Web Design Team*  
Responsible for having daily client briefs to discuss projects and update content on website. Website made from content management system

New York City College of Technology , 09/14 - present  
Brooklyn, NY  
*Intern , Legal Department*  
Creating website for department and uploading new content using Wordpress

## EXPERIENCE

New York City College of Technology , 09/13 - 3/14  
Brooklyn, NY  
*Office Clerk , Department of Advertising and Graphic Design*  
Distribution of Internal mail

LaGuardia Community College , 09/08 - 12/10  
Long Island City, NY  
*Clerk*  
Assist Archieve librarian in organizing documents.  
Made copies of important paperwork

A&E Stores Inc., , summer, 07  
New York, NY  
*Clerk, Human Resource Department*  
Made copies and filed employment applicants plus contract information

Arcade America, summer, 07  
New York, NY  
*Sales Associate*  
Placed clothes on racks and priced tags on the clothing which was arranged based on the brand. Organized inventory.

## SKILLS

Creative , Dedicated , Dependable and Highly organized

## TECHNOLOGY SKILLS

Adobe Photoshop, Illustrator, Dreamweaver, InDesign  
CSS, HTML, Wordpress  
Proficient in Microsoft Word and PowerPrint

## REFERENCES

Available Upon Request