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|  | jASON wONG  133 Bay 32nd   Bay 32nd Street, Apt. 1A, Brooklyn, NY 11214   | Jason.Wong@mail.citytech.cuny.edu  | (917) 608-2853 | |
| Skills and qualifications | • Attention to detail; strong ability to understand and follow specific instructions and procedures.  • Reliable, responsible and organized.  • Competent at speaking Cantonese  • Computer literate | |
| **EDUCATION** | **NEW York City college of technology**, brooklyn, ny  bachelor of science in health and human services  EXPECTED GRADUATION: JUNE 2018  **KIngsborough community college**, brooklyn, ny  Associate in applied science with honors in office admiinistration and medical technology  DEAN’S LIST: SPRING 2010, FALL 2010, SPRING 2011 | |
| **Work EXPERIENCE**   |  |  | | --- | --- | |  | Are you president of your fraternity, head of the condo board, or a team lead for your favorite charity? You’re a natural leader—tell it like it is! | | **Houskeeper/BreakFast Attendant**  Chelsea Pines Inn, NEW York, NY  June 2013 to present  • Highly skilled in sweeping, dusting, vacuuming scrubbing, washing and moping.  • Detailed knowledge of cleaning techniques. • Demonstrated ability to achieve physically challenging job duties.  • Ensured that the kitchen area was maintained clean and stocked with the necessary food and supplies .  • Complied with safety policies and reported any unsafe conditions to management.  • Provided high quality customer service by meeting guests’ expectations and requirements.  **Gym Equipment attendant** The sports club/la  Februrary 2011 to june 2013  • Adhered to procedures for maintaining cleanliness and performing all preventive maintenance  of gym equipment.  • Maintained work areas in clean and orderly manner at all times.  • Assisted mechanics when needed.  **Housekeeper**/ **lockerroom attendant**  The sports club/la, NEW YORK, NY  December 2009 to february 2011  • Washed, dried and folded all club laundry.  • Ensured clean towels and maintained the cleanliness of the laundry facility.  • Maintained the cleanliness of the locker rooms.  • Assisted other team members in their daily responsibilities. | |
| **Volunteer** | **NEW york cares** March 2013 - Present**Habitat for humanity (Mississippi, south dakota, minnesota, USA)**February 2007- May 2009 (Winter/Spring breaks) **COMMUNITY SERVICE EVENTS, DELHI, NY** September 2006 - May 2009 | |
| **Extracuricular activities** | | **SUNY DELHI COLLEGE OF TECHNOLOGY,** DELHI, NY  **GREEK ORGANIZATION – ZETA PHI OMEGA**  **SECRETARY**  SETEMBER 2006 – MAY 2009  • Composed, typed, and distributed meeting minutes.  • Coordinated conferences and meetings.  • Attended community service events with the group. | |
| **aWARDS AND aCHIEVEMENTS** | | **KINGSBORUGH COMMUNITY COLLEGE, BROOKLYN, NY**  **OUTSTANDING ACADEMIC ACHIEVEMENT**  fALL 2010/wINTER 2011  **O’CONNOR CENTER FOR COMMUNITIY SERVICE,** DELHI, NY  **GOLD LEADER OF DISTINCTION AWARD (201 – 300 HOURS)**  MAY 2009  **SUNY DELHI COLLEGE OF TECHNOLOGY,** DELHI, NY  **THE COLLEGE ASSOCIATION AT DELHI, INC.**  **SERVICE EXCELLENCE AWARD**  MAY 2008/2009 | |

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