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|  | jASON wONG133 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, nybachelor of science in health and human servicesEXPECTED GRADUATION: JUNE 2018**KIngsborough community college**, brooklyn, nyAssociate in applied science with honors in office admiinistration and medical technologyDEAN’S LIST: SPRING 2010, FALL 2010, SPRING 2011 |
| **Work EXPERIENCE**

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|  | 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, NYJune 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/laFebrurary 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, NYDecember 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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