**Kaydeem Francis**

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**Objective:** To secure a position with a reputable company where my skills, knowledge and experience will be an asset; and one that affords continuous learning and upward mobility.

**Experience:**

09/11-12/11 *Five Guys Burger and Fries,* **Crew Member**

Responsibilities included the preparation of ingredients and meals, cleaning and functioning as a cashier.

03/08 – 09/11 *Sesame Flyers International*, **Youth Council Member**

Perform with Steel Pan Orchestra at event locations such as Gracie Mansion, Panorama, Marty Markowitz inauguration, Haiti Relief Benefit, etc. Acted as driver for the organization when necessary. Assisted with the wrapping and distribution of gifts for holiday events. Volunteered for local police precinct, partnered with the NYC Department of Parks & Recreation planting trees and flowers and assisted with clean up campaigns.

02/10 – 04/10 *Sandra’s Sunflower Daycare*, **After School Counselor**

Responsibilities included assisting 1st–4th graders with school studies and home-work. Supported the children's emotional and social development including encouraging understanding of others and positive self-concepts. Sanitized toys, play equipment and cleaned any areas frequented by the younger children which included toddlers, pre-schoolers and kindergarteners. Used appropriate disciplinary actions to promote social behaviors.

05/09 – 07/09 *Global Inc.*, **Sales Representative**

Activities included door to door sales and the educating of utility consumers about the availability of other providers and their options. Qualified interested consumers and enrolled them accordingly. Exceeded application goals and helped increase the company’s customer base.

Education: New York City Technical College, Brooklyn, New York

 September 2010 – Present

 Awarded General Education Diploma,

November 2008

Skills: Proficient in Microsoft Word, Excel and PowerPoint.

References: Available upon request