

Luis A. Batista

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Objective:

An exuberant and hard working college student who is interested to find employment where I would be able to employ acquired skills and abilities to work on solo assignments as well as part of a team and can work with assigned duties proficiently.

Education:

New York City College of Technology, The City University of New York
Fall 2008 – Present
Bachelor of Technology in Graphic Arts Production Management
(Expect to Graduate Fall 2012)

Richmond Hill High School, Queens NY
September 2004 – June 2008
Graduated with Regents Degree

Summary Of Qualifications:

- Good with hands on technical assignments dealing with new technology.
 - Very helpful skills and very strong work ethic as well as self motivated.
 - Over two years experience in a customer relations environment.
 - Work extremely well with individuals and highly cooperative.
 - Able to comprehend and adapt to change around work environment.
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Work Experience:

Cultural Collaborative Jamaica	Queens, NY	Fall 2008 - Present
<ul style="list-style-type: none">• Administrative Assistant, Web Specialist & Office Assistant.• Filing, Creating Press releases and also placing and receiving phone calls.• Assisting in the Coordination of performers and politicians.• Provide courteous and prompt service to community members to guarantee satisfaction.• Create outstanding reflections of customer service by providing prompt and courteous service to every individual within the community.• Assisted individuals with explaining the role of the Cultural Collaborative Jamaica and produced advertisements/banners to promote events held around the Jamaica, Queens Community.		
Care Taker and Assistant Home Attendant	Queens, NY	2006 - 2008
<ul style="list-style-type: none">• Watched over and recovered young children after school hours.• Attended Homes and helped clean within different locations.• Supervised and aided to needs of the children under my watch.		
Artistic Developer	Queens, NY	2004 – 2008
<ul style="list-style-type: none">• Created and exhibited self produced work.• Obtained an award under the Student Art Program• Continuously in development of new aspired work.		

Skills:

Adobe InDesign, Photoshop, Illustrator; Microsoft Word, Excel, Power Point;
Fluent in English and Spanish.

Extra Curricular Activity:

Member of the Graphic Communication Honor Society, Gamma Epsilon Tau.