Maiky Batista

215 Bush St., Apt. 4C

Bronx, NY 10457

347-691-5891

maiky.batista27@gmail.com

**Summary of Qualifications**

* Bilingual English and Spanish (speaking, reading, writing).
* Highly detailed oriented.
* Strong understanding of technology and Microsoft applications.
* Communications skills.

**Professional Experience**

July, 2014- **Northern Manhattan Improvement Corporation** New York, NY

August, 2014 *Data/Technology Specialist (SYEP Intern)*

* Established and implemented new filing system for electronic test records.
* Conducted pre-audit reviews of client files to ensure accuracy of data, comparing paper documentation with electronic records.
* Inspected client work sample records, and created and disseminated spreadsheet of missing information.
* Retrieved and copied missing documentation from client work sample records and placed documentation into client files.
* Utilized basic office equipment, such as photocopiers, phone systems and shredders, and used computers for word processing, database or spreadsheet applications
* Set up new employee work stations, installing computers, performing factory resets and installing software.
* Removed or replaced outdated or broken computer components

April, 2016- **Sears** Yonkers, NY

Present *Cashier*

* Greeted every customer with a smile and inquire about store experience.
* Efficiently and accurately ring up items and process payments to keep customers flowing through the check out.
* Contact available managers to assist on pricing issues or complaints.
* Provided customers with information of product availability and location.
* Escorted Customers to product, answered any questions, made sure all questions were answered and no additional help was required.

**Education**

Sept. 2012- **Bronx Leadership Academy**  Bronx, NY

June, 2016 *High School Diploma*

August, 2016- Present **New York City College of Technology** Brooklyn, NY

 Computer Engineering

**Professional References**

Sara Chapman Assistant Director of Operations and Compliance, Adult Education & Workforce Development Department Northern Manhattan Improvement Corporation 212-453-5374 sarachapman@nmic.org

Evelyn Roldan Manager at Sears Cross County Shopping, Yonkers, NY 10704 914-377-2100 evelyn.roldan@searsbluecrew.com