**Natalia Denert**6507 68th Avenue
Glendale, New York 11385
3474044526
e-mail: ndenert@hotmail.com

**Career Objectives:**

Human services student is looking for a challenging position to gain valuable practical experience that would benefit continuing studies and give an opportunity for a future career growth.

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**Qualifications:**

Highly motivated and responsible individual with good professional attitude. Experienced in working in teams and providing high quality customer service. Bi-lingual in Polish and English, displaying cultural competence.

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 **Education:**

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|   | ***Bachelor of Arts: Human Services (in progress)***New York City College of Technology - Brooklyn, NY2012- current***Associate in Arts: Early Childhood Education***Borough Of Manhattan Community College-New York, NYGraduated: January 2012 |   |
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**Work Experience:**

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|  | ***Head waitress***, February 2010 to CurrentPrincess Manor Catering Hall – 92 Nassau Ave Brooklyn, NY 11222• Oversaw various international events and attended guest's needs• Assisted the manager in coordinating the event• Supervised team members during the event to maintain service standards• Trained and mentored new staff members***Volunteer***, March 2011 to May 2011YMCA of Greater New York - Y After School – Ridgewood, NY 11385• Assisted teachers witch checking students’ work• Assisted in maintenance of assorted educational materials.• Oversaw the safety of children  |

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**Skills:**

* Knowledge of Microsoft Office
* Fluent in Polish and English
* Ability to work in teams as well as independently
* Strong work ethic and professional demeanor
* Ability to multi-task
* Punctual, reliable and well organized
* Quick learner

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October 8, 2013

Dear Hiring Manager,

I am interested in obtaining an internship position in the field of human services or counseling. Enclosed is a copy of my resume for your consideration.

I am highly motivated student with a strong commitment to serving the needs of disadvantaged youth and populations with substance abuse problems. Since we live in a culturally diverse city, we are in great need of skilled, bilingual human service professionals. Besides being empathetic person with the need to help others, I am also very respectful, culturally competent and devoted. I believe that I would be an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my professional skills and knowledge.

 I appreciate reviewing my credentials and thank you for your consideration. I look forward to hearing from you.

Sincerely,

Natalia Denert