**OBED LEDEZMA**

*961 Saint Nicholas Ave*

*New York, NY 10032*

646-391-3465

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**Objective:**

Acquire experience and knowledge to secure a position that will lead to a lasting working relationship in the work field.

**Education:**

**New York City College of Technology,** Brooklyn, NY

August 2014 – Present

Communication and Design A.S.S (Associate of Applied Science)

**High School of Hospitality Management**, New York, NY

September 2010 – June 2014

* High school graduate receiving: diploma, Chancellor’s Honor Roll Award,

**Working Experience:**

**UFBCO, New York, NY**

04/09-05/09

*Daycare H.B.C.O Helper*

* Helped the teachers with any paperwork that had to be recorded in the computer.
* Tutored the daycare kids that needed help with any homework in summer school.

**Tax Preparation Office, New York, NY**

01/15—03/15

*Paid Internship*

* Filed and organized records for the office.
* Handled all electronic Devices

**Cascabel Taqueria West Side, New York, NY**

11/15- 6/17

*Busser/ Runner, Server, Phones and Expeditor*

* Expedited the food in the kitchen also served as a server.

**Volunteer Work:**

* Helper in the children’s church of the Pentecostal Mont Calvary Church. I ushered the younger children. (2010-2013).

**Skills:**

* Bilingual English/Spanish (speaking and writing)
* Computer/Fast learning skills
* Great attitude and strong work ethic
* Good organizational and time management skills
* Exceptional interpersonal, writing and communication skills
* Outstanding customer service skills
* Desire to learn