

Shelly Ann Dwarika
143 Grant Avenue,
Brooklyn NY, 11208
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1-347-303-0155

Objective: Seeking a Human Service job serving children and families in low income neighborhoods.

Education

- 2009- UDI Career training Institute- Office administration Queens, NY
- 2012- New York Medical Career Training Center- Pharmacy Technician Flushing, NY
- 2014-New York City College of Technology, 300 Jay Street, Brooklyn NY 11201.
- **Major: Human Services**
- Expected BS Degree: 09/2018

Employment

2011-2013: Bright Gems Daycare, South Ozone Park Queens NY 11420.

Teacher's Assistant

- Worked with students one on one in small groups.
- Enforced school and class rules to help students.
- Prepared lessons for children.
- Supervise students in class between classes and on field trips.
- Organize activities for children.
- Kept records of children's progress, routines and interests.

2013-2015: Bed Bath and Beyond, Rego Park NY.

Sales Associate/Cashier

- Handled all cash and credit card transactions.
- Handled customer's complaints and resolved it on a daily basis.
- Maintained great customer service.
- Worked in a fast paced environment
- Excellent communication and verbal skills.

2015-2016: Wall Street, NY.

Child Care Provider

- Observes and monitor's children's play activities.
- Read to children, teach painting, drawing, handicrafts and songs.
- Organize and participate in recreational activities.
- Assist in preparing food for children.
- Serve meals and refreshments to children
- Keep records on individual children including daily observations and information about their activities.

Internship

2013- Walgreens, South Ozone Park, Queens NY.

Pharmacy Technician

- Packed and labeled medications.
- Administered correct medications to patients.
- Entered client's information and medications on computer on a daily basis.
- Excellent customer service, experience in a fast paced environment.
- Strong communication and verbal skills.

Volunteer Work

Child Care Assistant

2015-Van Siclen's Women's Shelter, Brooklyn NY.

- Provided support and comfort to children while their parents were away.
- Lead snack/meal time.
- Engage in one on one or small group play with children.
- Reinforce group rules, such as sharing, using inside voices and staying with the group at all times.

Skills

- Problem solving
- Leadership
- Creativity
- Typing
- Bookkeeping

Relevant Courses

- Psychology-A
- Child Psychology-A
- Gerontology-A
- English 1101-A
- English 1121-A
- Community Health-A
- Human Services-A

Affiliations

- National Honor Society- New York City College of Technology

References furnished upon request.

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Dear Administrator,

Enclosed please find my resume. I am very interested in applying for the Human Service position. I am very confident that you will find my skills and work experiences ideally applicable to your needs.

Thank you in advance for your consideration, I look forward meeting with you to discuss this opportunity.

Sincerely,

Shelly Ann Dwarika.