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| Sabrina D. Nesbeth  163 E 40th street, Brooklyn, NY, 11203\* [sabrinanesbeth@yahoo.com\*](mailto:sabrinanesbeth@yahoo.com*) 347-476-9044 |

Sept.4, 2014

Ms.T.Baker

St. Nicks Alliance

320 Manhattan Avenue  
Brooklyn, NY 11211

[TBaker@stnicksalliance.org](mailto:TBaker@stnicksalliance.org)

Dear Ms.Baker:

I am writing this letter to apply for a position as an After School Counselor/Activity Specialist.

I am interested in working for the St. Nicks Alliance organization because it can give me a more professional experience for my future career. Working for this organization will teach me how to succeed in the workforce later on in the life. I have many abilities and skills, I‘m capable of doing anything asked and required of me. I can tutor students on subjects or areas they are having trouble in such as math, science, social studies and etc.

As an After School Counselor you would be gaining an employee with experience and determination. As a babysitter I learned how to take care of young children who need attention. Working as a babysitter I had the duties of cleaning after the kids, dealing with any issues concerning two or more kids at once. While working I frequently communicate with parents to make sure all rules and regulation are been followed and that everybody was happy. Working as a babysitter taught me how to have patience, now I got a great deal of patience. For safety for both the children and myself I am CPR certify. I am a mandated report, which keeps me on the look out for the safety of children.

I’m looking forward to meet with you to further discuss any future endeavors, and would also like to give you a special thank you.

Sincerely,

Sabrina Nesbeth

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| **Sabrina D. Nesbeth**  163 East 40th street**,** Brooklyn, NY, 11203 **~** (C) 347-476-9044 **~** Sabrinanesbeth@yahoo.com |

***Objective:* To attain a position that will utilize my skills, education and**

**experiences in the work force**

***Education:***

* **CUNY New York College of Technology**

Brooklyn, New York

**Major:** Human Service

**Beginning Steps Early Childhood Learning Center**

Brooklyn, New York

**Position:** Teacher Assistant September 2014- Present

* Assist lead teacher in conducting increased learning experience for students in assigned area
* Tutor students independently or in small groups
* Administer students’ arrival and departure time
* Carry out supportive and clerical tasks
* Maintain discipline of students in the absence of the teacher
* Prepare instructional materials and classroom displays

**McDonald’s Rob- Roy ENT. Inc.**

Brooklyn, New York

**Position:** Crew Trainer June 2011- August 2011

* Operate registers and credit card machinery
* Assist with other cleaning and stocking duties behind the counter
* **Up sell any current promotions**
* **Train and teach new employees.**  
  **Progress High School for Professional Careers**

Brooklyn, New York

**Position:** Student Office Intern Sept. 2009 – June 2011

* Filing and retrieving corporate documents, records and reports.
* Performing general office duties such as ordering supplies, maintaining records, management systems and performing basic bookkeeping work.
* Opening, sorting and distributing incoming correspondence, including faxes and emails.
* Handling confidential information

**Certification**

* Mandated Reporter \*Preventing Shaken Baby Syndrome \*Preventing Sudden Infant Death Syndrome and Promoting Safe Sleeping

**Additional Skills**

* Ability to quickly learn new software packages
* Ability to work with minimal supervision
* Proficient in Microsoft Office

**Professional References**

* Upon request