

Vanessa Fundaro

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SUMMARY

Highly motivated professional and extremely goal oriented. Completes projects from start to finish, as a team member and or independently. Prioritizes in an organized effective manner to meet objective deadlines. Excellent verbal and written communication skills in English, Spanish and Italian.

SKILLS

COMPUTER

- Proficient in:
 - o Microsoft (Word, Excel, PowerPoint)
 - o Typing Skills-30 WPM

EXPERIENCE

BabySitter

06/2016 -09/2016

- **Homework Aide.**
- **Food Preparation.**

Volunteer

07/2015 - 3/2016

NYCares

- **Tutor children/Homework Aide.**
- **Organized daily classroom activities.**
- **Assistance in decorating classroom.**
- **Occasionally would assist in teaching daily lessons.**

Waitress

12/2014 - 8/2015

Panorama Gardens

- **Server.**
- **Customer Service.**
- **Cashier balancing.**

Nanny

08/2013-10/2014

New York, NY

- **Picked them up from school daily.**
- **Food Preparation.**
- **Homework Aide.**
- **Cleaned after children daily.**

Sales Associate

03/2013 -07/2013

Auntie Anne's

- **Pretzel Preparer.**
- **Cashier/Cashier balancing.**
- **Daily Cleaning.**
- **Customer Service.**

Assistant Manager

06/2011- 1/2013

S&S Brooklyn Pizza

- **Cashier/Cashier balancing.**
- **Customer Service.**
- **Answer phone calls from customers.**
- **Occasionally food handling.**

EDUCATION

Relevant Courses:

- Group Dynamics.
- Public Speaking.
- Community Organization and Development.
- Gerontology.
- Language, Culture, Society.
- Intro To Psychology.

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- Health Psychology.
 - Child Psychology.
 - Elements Of Sociology.
 - Sociology Of Social Problems.
 - Community Of Mental Health.
 - Women's Health Issues.

Human Services Major.

Bachelor Of Science (BS) In Human Services:

New York City College of Technology

- Expected graduation date: 05/2018