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|  | **Yarisa Candelier**774 Rockaway Avenue #6B, Brooklyn, NY. 11212  |  yarisa2887@gmail.com  | ( 917) 514-9460 |
| Objective | To obtain a position in Human Serviceswith opportunities where previous experience and training could enhance my professional success and personal growth |
| Education | **New York City College of technology cuny,** Brooklyn, ny bachelor degree in applied science BAS *Major: Human Services Anticipated Graduation Date: Fall 2018***borough of manhattan community college cuny (bmcc),** NEW York, NYassociates degree in applied science aas*Major: Office Automation 3.5 GPA Graduation Date: Fall 2013***Dean’s List Honor Student 2011-2014** |
| Skills & Abilities/Awards | Power Point, Excel, Access, Microsoft Word 2010, Windows Operating System

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| 1. Telephone Answering, 12-Line System 6. Word Processing and Type 45 WPM
2. 10-Key Calculator 7.Strong Customer Relations Skills
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| 1. Excellent Organizational Skills
2. Bilingual fluent in English and Spanish
3. Member of Phi Theta Kappa Honor Society
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| Internship | **OFFICE ADMINISTRATIVE ASSISTANT/ INTERN** - BROOKLYN EDUCATIONAL OPPORTUNITY CENTER (BEOC) Brooklyn, NYSep 2013- Dec 2013 Answered phones **•** Made courtesy calls • Schedule appointments* Faxed documents • Coordinated enrollment sessions
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| Experience | **Security/ Receptionist** - T&M Protective ServicesSep 2008 – Aug 2011 Long Island city, NY* Performed hourly perimeter checks.
* Informed and warned violators of rule infractions such as smoking, loitering and carrying forbidden items.
* Signed in visitors, printed out badges, notified tenants to confirm their acceptance of visitors on premises.

**Front Desk Receptionist/ Security** – FJC Security Services Inc.Aug 2007 – Sep 2008 New york, nyPatrolled premises to prevent and detect signs of intrusion and ensured security of doors and gates.Answered alarms and investigated disturbances.Monitored authorized entrances and departures of employees and visitors.* Wrote reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
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| Reference | **Available upon request** |