

Beruska Moronta- Vasquez

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Objective: To secure a human service internship that will allow me to practice the skills of assessment, counseling, case management, policy and community service.

Education:

Bachelor's Degree – Human Services

New York City College of Technology, Brooklyn, NY

Expected graduation, May 2019

Associate Degree - Liberal Arts

Borough of Manhattan Community College, New York, NY

Graduated 2015

Dean's List, Phi Theta Kappa Honor Society Member Since 2014

Experience:

Temp/ Administrative Assistant – Robert Half, New York, NY

Apr 2017- Present

- Managed confidential client records
- Provided customer service
- Maintained files and created copies
- Monitored test
- Assisted in coordinating an award ceremony

Customer Service Representative - Pay O' Matic, Brooklyn, NY

Feb 2017 - May 2017

- Managed cash drawer
- Handled customer questions and concerns
- Cashed checks
- Paid bills with accuracy
- Managed important and confidential information

Floater/ Receptionist/ Mail Clerk – The Millennium Group, New York, NY

Jul 2007 - Jul 2010

- Managed important and confidential client records
- Organized and distributed mail
- Coordinated scheduling for conference rooms
- Provided customer service
- Managed inventory and distributed supplies to staff

Volunteer Experience:

PTA Secretary – Young Scholars Academy Elementary School, Brooklyn, NY

Oct 2015 - Jun 2016

- Planned and promoted eight successful fundraising events
- Coordinated school functions for students
- Assisted the Principal and staff in connecting with families

Criminal Justice Club, BMCC

Sept 2013- May 2015

Worked with a team to organize events and activities to inform students of career opportunities in Law Enforcement.

Women's Department, BMCC

Sept 2013- May 2014

Helped to inform students of AIDS walk and Domestic Violence Month.

Skills:

- Bilingual: English & Spanish
- Record/ File Maintenance
- Typing: 35 WPM
- Schedule management
- Sorting and Processing mail
- NY State Driver's License
- Data Entry
- Inventory and supply management