

EOANNA CONSTANZA SANTANA
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OBJECTIVE: To secure and obtain an internship opportunity in Human Services that will allow me to practice the skills of assessment, counseling, case management, policy and community service.

EDUCATION:

New York City College Of Technology, Brooklyn, NY

Major: Human Services

Expected BS degree: June 2019

Associates degree in Liberal Arts & Science June 2017

EMPLOYMENT:

Elizabeth's Talents Studio, New York, NY

October 2016- present

Secretary/ Receptionist

- Provided customer service
- Maintain log books, including sign-in/out logs, front desk expenditures, and calls received.
- Maintain executive director's calendars by planning and scheduling appointments
- Handle Students/Parents inquiries, complaints, and payments

Elizabeth's Talents Studio, New York, NY

October 2015- present

Modeling Teacher

- Provide catwalk training
- Teach & managed a class of students children ages 3-12, teenagers 13-19, adults 20-25
- Ensured a safe environment for the students and their well being
- Encourage participation and positive peer interactions
- Familiar with children's behavior and needs

VOLUNTEER ACTIVITIES:

BUILDON US, New york, NY

- Youth intensive local community service
- Cleaning community service duties
- Helping population of homeless, seniors and children

CERTIFICATION SKILLS:

Bilingual: Spanish & English

Customer Service
Brain Health Certificate

References furnished upon request