

# Preferred Full Name (Personal Pronouns)

Address | City, State | Updated LinkedIn URL  
Phone Number | Email

---

## PROFILE

Sociology student with strong customer service and communication skills and experience analyzing customer needs and creating solutions. Demonstrated success working with a range of people, especially in youth programs, as well as academia.

## EDUCATION

### Suffolk University

#### *Bachelor of Science Candidate*

Major: Sociology

GPA: 3.4; Member, Program Council

Boston, MA  
Sept 2017–May 2021

### Arlington Catholic High School

#### *High School Diploma*

Arlington, MA  
June 2017

## EXPERIENCE

### Arlington YMCA SACC Program

#### *Assistant Site Coordinator*

- Promoted from Group Leader to Assistant Site Coordinator
- Oversee the planning and implementation of age appropriate activities/field trips
- Accountable for children ages 9-14 and the supervision of staff
- Served as Acting Site Coordinator during Site Coordinator's absence
- Manage behavior and ensure safety of all children

Malden, MA  
Sept 2016–present

### Harvard University, Department of Education

#### *Office Clerk*

- Filed, copied, typed, performed office inventory, and completed data entry projects for faculty
- Answered phones; greeted parents, students, and faculty; and set up appointments for students with faculty
- Mailed out letters, made labels, and assisted in sending out confidential materials

Cambridge, MA  
Oct 2015–Aug 2016

### Urban Outfitters

#### *Sales Associate*

- Greeted and assisted customers; closed sales
- Utilized different marketing techniques to gain more sales
- Ensured a safe and friendly environment for customers and employees

Cambridge, MA  
Jan 2014–Aug 2014

### Arlington Boys & Girls Club

#### *Group Leader*

- Mentored and interacted with children ages 5-12
- Planned and implemented daily physical and educational group activities

Arlington, MA  
Summer 2013

## SKILLS

- Fluent in French
- Proficient in Excel, PowerPoint
- CPR and First Aid Certified