

Luis Maisonet

36 Janice St Buffalo, NY 14207 | (716) 609-8470 | Luismaisonet3@gmail.com

Objective

To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other employees. To give excellent performance, and to translate my experience, knowledge, skills and abilities into value for the organization.

Education

- **State University of New York at Buffalo** – Master of Social Work – May, 2019
- **State University of New York College at Buffalo** – Bachelor in Social Work – May, 2018
- **Buffalo Academy for Visual and Performing Arts** – June, 2014

Work Experience

Intern

Foster Care

Native American Community Services- Buffalo, NY

September 2017- May 2018

- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems to determine what services are required to meet their needs.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts to help children who face problems, such as disabilities, abuse, or poverty. Maintain case history records and prepare reports.
- Collect supplementary information needed to assist client, such as employment records, medical records, or school reports. Evaluate personal characteristics and home conditions of foster home or adoption applicants.

Supervisor

Equipment Loan

Buffalo, NY 14222

January 2015- present

- Analyze problems to develop solutions involving computer hardware and software.
- Assign or schedule tasks to meet work priorities and goals.
- Evaluate project plans and proposals to assess feasibility issues.
- Consult with users, management, vendors, and technicians to determine computing needs and system requirements
- Manage six employees, oversee scheduling, and hiring forms.

Teacher

21st Century Afterschool Program

Northwest Buffalo Community Center - Buffalo, NY

October 2016- present

- Teach lesson plans to classes in grades 3-8
- Implement lessons for students using NYS Standards
- Utilize the after school sessions to prepare students for examinations.
- Design and teach cooking lessons to build skills.
- Utilize cooperative learning activities to develop student's social skill.

Student Assistant

RITE Support Desk – Buffalo, NY

January 2015- August 2016

- Provides answers to clients by identifying problems; researching answers; guiding client through corrective steps.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet. Gather customer's information and determine the issue by evaluating and analyzing the symptoms.

Intern

Irish Classical Theatre Company- Buffalo, NY

July-August 2013

- Direct and coordinate activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement.
- Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary.

Accomplishments

- **Adult and Pediatric CPR/AED Certified**
- **New York State Certified Mandated Child Abuse Reporter**
- **New York State Certified in Dignity for All Student Act**
- **Buffalo State College Social Work Advisory Board**
- Hired as a permanent staff at Northwest Buffalo Community Center after being a volunteer.
- Promoted to Supervisor at Equipment Loan.

Other Qualifications

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| • Fluent in Spanish oral, reading, writing | • Extensive experience with social networks |
| • Excellent written and verbal communication skills | • Experiencing working with elderly |
| • Skilled in multitasking | • Friendly with people |
| • Team-player – Self motivated | • Organized |
| • Experienced working with newborns-18 years old | • Detailed orientated |
| • Fluent in Microsoft Office | • Phone etiquette |

References

- Given Upon Request