

SKYE BOUFFARD

Salisbury, MA 01952

ventuseyks@gmail.com

978-891- 7522

I am seeking a full- time position.

Skill:

Demonstrated excellence in communication and corporation when working with students, residents, faculty, staff, and students' parents.

#readytowork



WORK EXPERIENCE

Volunteer

Chucky's Fight - Seabrook, NH

June 2019 to Present

Responsibilities include helping Chucky's Fight where help is needed for the day such as cooking, cleaning, gardening, helping with events, etc.

Cashier

Chartwell's Dining - Newton, MA

September 2017 to Present

Responsibilities included making sales, and clean-up throughout the shift.

Dining room attendant

Responsibilities include wiping down tables, cleaning up tables, putting napkins in napkin holder, cleaning counter stations, cleaning glass, and end of day clean-up.

Dish

Responsibilities include putting away dishes, cleaning dishes, cleaning the dish room at the end of the shift.

Advanced Internship

Applied Behavioral Learning Services - Wellesley, MA

January 2020 to March 2020

Worked with clients individually, and in a group setting. Responsibilities included working with clients on their set programs, working with the BCBA to ensure the programs are being run accurately, working with clients in a social group setting, data collection, and for training purposes observation of co-workers.

Crew Member

Dunkin' Donuts - Salisbury, MA

December 2019 to January 2020

Ring up sales from window and from the front, coffee prep, making coffee and other dunkin brand drinks, food prep, cleaning, dishwashing, display of the donut case.

Crew Member

Chartwell's Dining - Salisbury, MA

June 2019 to January 2020

Responsibilities include taking orders, ringing up sales, making coffee, making food, stocking up, cleaning workstations, cleaning floors, and cleaning bathrooms.

Advanced internship**Healy Behavioral services LLC** - Newton, MA

September 2019 to December 2019

Worked with a few clients in a group setting and at client's house. Responsibilities included working with client(s) one on one or in a group setting, observing co-workers, and working on training modules.

Foundation Internship**Lasell Village** - Newton, MA

September 2018 to December 2018

Responsibilities included developing activities that help with sensory and cognitive function, communicating with patients and staff, helping supervisor when needed with paperwork, running activities independently and occasionally taking patients to night events within the building.

Cashier**Sodexo Dining** - Newton, MA

November 2016 to May 2017

Responsibilities included making sales, wiping down tables, putting napkins in the containers, and taking out the trash.

Volunteer**Lasell Village**

2017 to 2017

Volunteer (10 hours)

Responsibilities in the Studio included talking to the residents, playing games with the residents, and observing.

Marketing Student**Whittier Regional Vocational Technical High School**

2014 to 2016

Responsibilities include all phases of learning how to open and close the store, learn how to make a sale, how to do inventory.

Experience:

Banking Student**Whittier Regional Vocational Technical High School** - Haverhill, MA

2014 to 2016

Responsibilities include making deposits and withdrawals, along with counting my own drawer at the end of the day to make sure its even. Other responsibilities include cashing in checks and taking in Bank deposits from stores/ services.



EDUCATION

Bachelor of Science in Psychology

Lasell University - Newton, MA

August 2016 to May 2020

High school diploma in Education

Whittier Regional Technical High School - Haverhill, MA

2012 to 2016



SKILLS

- Microsoft Word
- Microsoft Powerpoint
- Dementia training (Expired)
- Data Collection
- Coffee Experience
- Research Assistant
- Applied Behavior Analysis
- Autism Experience
- ASL (Less than 1 year)



AWARDS

Lasell University Psy- Chi Honors Society

April 2020

Prestigious Award for Academic Excellence

Only 12 people receive

Dean's choice

Annual School Research & Scholarship Award

May 2020

Prestigious Award for hard-work and achievements.