

CAITLYN CARLINO

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EDUCATION:

Emmanuel College, Boston, MA

Bachelor of Arts Degree in Counseling + Health Psychology

Expected December 2019

Minor: Sociology

GPA: 3.74

Honors / Awards: Dean's List Spring 2017, Fall 2017, Spring 2018, Fall 2018, Spring 2019

WORK EXPERIENCE:

Intern, Gilead Community Services, Inc., Middletown, CT

May 2019 - Present

(12-24 Hours/Week)

- Assist Gilead employees in becoming more comfortable posting on / using the company's social media.
- Assist Gilead employees in building LinkedIn profiles for themselves.
- Enhance Gilead's social media platform, primarily via the company's Facebook account.
- Run a group for clients at Gilead's Social Rehabilitation Center focused on memory enhancement and retention.
- Spend time with Gilead's clients every Wednesday at the Social Rehabilitation Center.

Note-Taker, Emmanuel College, Boston, MA

January 2019 - Present

(8-10 Hours/Week)

- Attend class regularly and be on time.
- Deliver notes, via email, within 24 hours to both the assigned student and Disability Support Services.
- Demonstrate strong note-taking skills.
- Transcribe notes in typed format.

Wait Staff, Elim Park Place, Cheshire, CT

July 2018 - Present

(15-20 Hours/Week)

- Take menu selections and provide various table services.

Childcare Provider, Cheshire, CT

January 2013 - May 2017

(15 Hours/Week)

- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- Observe and monitor children's play activities.
- Support children's emotional and social development.

SKILLS:

Personable, Remains On Task, Strong Communication Skills, Time Management, Well-Organized

VOLUNTEER EXPERIENCE:

Childcare Provider, Wellspring Church, Kensington, CT

September 2010 - September

2014

(2 Hours/Week)

- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Instruct children in health and personal habits, such as eating, resting, and toilet habits.
- Observe and monitor children's play activities.
- Read to children and teach them simple painting, drawing, handicrafts, and songs.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.

Team Captain, Relay For Life, Cheshire, CT

June 2014

- Organize team and help raise money to donate to Relay For Life.

Team Manager (Football), Cheshire High School Athletics, Cheshire, CT

September 2014 - November 2015

(12-15 Hours/Week)

- Film practices Monday through Thursday.
- Film games Friday nights.

EXTRACURRICULAR ACTIVITIES:

Best Buddies, September 2012 - June 2016

- Attend dances and other events with buddies.
- Spend time with buddies during lunch and study halls.
- Work with buddies in peer groups.

DO-RAK (Do Random Acts of Kindness), September 2012 - June 2014

- Assist faculty and teachers with preparing classrooms for students.