

Chloe Carr

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EXPERIENCE

Client Systems Tech, Buffalo, NY — Technician

March 2019 - Present

Managing hardware and software, performing configuration, performing imaging, managing, troubleshooting, installing, and supporting desktops, computers, monitors.

Chartwells Catering, Buffalo, NY — Caterer

August 2017 - January 2018

Preparation of food, serving food to guests, planning of menus according to targeted market, setting up events, cleaning tables after events.

Fordham University Upward Bound Program, New York, NY — Mentor/Tutor

June 2016 - August 2017

Providing eligible participants with an opportunity to plan and work, helping low-income students prepare for college, helping students in subjects like math, english/reading, etc.

Highbridge Senior Center, New York, NY — Peer Coordinator

January 2013- August 2016

Greeting seniors, facilitating educational presentations, facilitating exercise classes, organizing files, assisting staff with data entry, answering and redirecting calls, attending monthly meetings and trainings, ensuring delivery of meals.

EDUCATION

Buffalo State College, Buffalo, NY — Working towards BA

August 2017 - Present

Speech-Language Pathology Major

Bronx Health Sciences High School, Bronx, NY — Diploma-Honors

September 2014 - June 2017

SKILLS

Planning, Event planning

Care taking

Conducting research,
powerpoint presentations

Editing, typing, reading,
writing

Dealing/Handling with foods

Communication, time
management, conflict
resolution

Adaptability, ability to work
under pressure, leadership

AWARDS

DASA certification: training
in bullying, harassment,
cyberbullying, and
discrimination in schools

Alpha Lambda Delta Member
National Honors Society at
Buffalo State College

LANGUAGE

English

Some American Sign

Language

