

EDUCATION**New York Institute of Technology**
Bachelor of Science in Criminal JusticeOld Westbury, NY.
September 2018 – December 2021.**Francis Lewis High School**
Advanced Regents DiplomaFresh Meadows, NY.
September 2014 – June 2018.**EXPERIENCE****Liberty Land Abstract, LLC**
*Closing Assistant*Bayside, NY.
May 2022 – Present.

- Print, organize, and prepare closing packages in an efficient manner to ensure Title Closers receive files on time.
- Compose, send, and receive emails using Outlook to keep files organized.
- Make phone calls to ensure good communication between our closers and clients.

G Pessio & Sons, Inc. / Bella's Italian Ice
*Shift Manager*Bayside, NY.
March 2021 – Present.

- Prepare customer orders received from online and in-person purchases.
- Work in a fast-paced environment to ensure orders were delivered on time.
- Maintained and enforced strict and up-to-date cleanliness and social distancing policies regarding the COVID-19 outbreak to ensure both employee safety and customer satisfaction.

Amazon
*Whole Foods Prime Now Shopper*Commack, NY.
August 2020 – February 2021.

- Prepare customer orders received from online purchases.
- Interact with management to resolve any issues that may arise.
- Work in a fast-paced environment to ensure orders were delivered on time.

Child Center of NY @ PS 24
*Camp Counselor*Flushing, NY.
July 2019 – August 2019.

- Provided a friendly environment for K-5th grade.
- Guided students through difficulties in a positive manner.
- Effectively worked with coworkers as a team.

AECOM
*Architectural Assistant*New York, NY.
July 2018 – August 2018.

- Assisted professionals as they worked on important projects.
- Gained knowledge about not just architecture, but other fields in the firm such as engineering, and construction management.
- Researched and proposed ideas for possible use about the effects of technology on schools.

Omni Architects
*Design Intern*New York, NY.
July 2017 – August 2017.

- Developed communication skills by working with professional architects.
- Assisted team members with client contact and helped with project coordination.
- Attended various site visits and observed construction under senior supervisor.

SKILLS*Programming Languages:* Python, C++, Java
Applications: Microsoft Suite, AutoCAD, Adobe Photoshop, Sony Vegas PRO, Outlook**LICENSES/
CERTIFICATIONS**NYC DOH Food Protection Certification
Occupational Safety and Health Administration Construction Safety and Health (10)**EXTRACURRICULARS**

NYIT Behavioral Science Club, Member
NYIT Cheerleading, Member
Francis Lewis Varsity Cheerleading, Captain
Francis Lewis Math Tutor

September 2019 – December 2021.
July 2018 – December 2019.
January 2017 – June 2018.
September 2016 – June 2017.