

# Claudia Jozefa Makarski

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## Profile

Pursuing an opportunity which will allow me to grow professionally, while effectively utilizing my versatile skill set and leadership to help others need when necessary.

## Qualifications

- Fluent in Polish
- Excellent communication and interpersonal skills
- Well organized and dependable
- Team player

## Education

B.S. Kutztown University of Pennsylvania

Kutztown, PA

**Major: Criminal Justice**

May 2023

**Minor: Psychology**

## Related Courses

Intro to Criminal Justice, Intro to Psychology

## Volunteer Experience

Garfield Public Library, Garfield, NJ

May 2015- 2018

- Assisted with checking books in and out of the library
- Collected, organized, and shelved books to their original places

Garfield Health Department, Garfield, NJ

June 2016-2019

- Watered and took care of the outdoor garden
- Swept the floors, washed outdoor gear, and moving various objects as directed

Obstetrician-Gynecologist Assistant, Ridgewood, NJ

August 2017-2019

- Inputted patients information in the system
- Scheduled appointments
- Assisted doctor when needed; gave proper equipment and utensils
- Cleaned utensils and took out the garbage

## Work Experience

**Aquaracers Swim Team swim instructor and lifeguard**, Ramapo College, Mahwah, NJ August 2016- 2019

- Taught kids from the ages of 3-12 how to swim.
- Insured safety of patrons, enforced all rules and regulations.
- Provided first aid in emergency situations.
- Maintained positive relationships and rapport with patrons.

**Dental Assistant**, Drozd Edward B. DMD, Hackensack, NJ

July 2015-2019

- Greeted patients and took down their information
- Filed documents and imported data into computers
- Scheduled appointments and made cancelations

**Garfield YMCA Swim Instructor**, Garfield, NJ

June 2015- 2016

- Insured safety of patrons, enforced all rules and regulations.
- Provided first aid in emergency situations.
- Maintained positive relationships and rapport with patrons.

## Campus Involvement

Women's Tennis Team

September 2019-Present

Criminal Justice Club

September 2019-Present

Career Exploration Certificate, Career Development Center

Fall 2019

**Certifications**

Lifeguard Management  
Bloodborne Pathogens Training  
First Aid/CPR/AED

May 2020- Present  
May 2016- Present  
May 2016- Present