

Trevor Tatunczak

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Work Experience:

- 5/21 - Present **Office Assistant** in the SUNY New Paltz **Parking Office**
New Paltz, New York
- Continued management role as the **conditional department head** (see below).
- 6/19 - 5/21 **Student Assistant** in the SUNY New Paltz **Parking Office**
New Paltz, New York
- Assisted and served over **10,000** students, faculty, and community members in regards to obtaining parking passes and paying tickets.
 - Stepped into a management role as the **conditional department head** amidst staff changes.
- 1/20 - 5/20 **Student Assistant** in the **Accounts Payable Office** at SUNY New Paltz.
New Paltz, New York
- Organized and distributed payroll documents for over **1,000** SUNY New Paltz employees.
- 6/17 - 8/19 **Student Assistant** in the **Office of Student Financial Services** at Dutchess Community College
Poughkeepsie, New York
- Advised over **10,000** students, parents, and faculty on financial aid inquiries and/or payment of accounts.
 - Handled sensitive and confidential information.
 - Trained other student workers on standard office procedures.
 - Controlled supply management for the office.

Education:

- 5/21 **SUNY New Paltz**
- Received **Bachelor of Arts Degree**. Recognized as a **Distinguished Graduate** of the Communication Studies Department.
 - Graduate of the SUNY New Paltz **Honors Program**.
- 5/19 **Dutchess Community College**
- Received **Associate's Degree** in Applied Sciences.
- 4/19 **SUNY Chancellor's Award** from Dutchess Community College
- Highest academic honor a student can receive.
 - Indicates exemplary academic achievement and campus/community service.

Relevant Skills:

- Well-versed in customer service
- Highly organized
- Motivated
- Background in Microsoft Office
- Effective collaborator
- Proficient in clerical tasks