

STEPHANIE OSPINA

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OBJECTIVE

To obtain a position where I can utilize my organizational and computer skills, as well as office capabilities. To learn about the practical, real-life criminal justice system in comparison to my current academic studies of it.

EDUCATION

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

Major: Justice Systems | Minor: Psychology

Bachelor of Arts expected May 2021

EXPERIENCE

CITY OF ELIZABETH, Elizabeth, NJ

ALCOHOLIC BEVERAGE CONTROL - Clerk, May 2019 – August 2019

- Filed, typed letters, data entry, general assistance to department Director.

COLDWELL BANKER LIBERTY, Elizabeth, NJ

Office clerk, January 2017 – July 2017

- Maintained data files and reports, typed letter, filed, and issued payments.

CITY OF ELIZABETH, Elizabeth, NJ

RECREATIONAL DEPARTMENT – Summer Activities Coordinator, July 2016 – August 2016

- Interacted with children in parks over the Summer and organized safe activities.

SKILLS & ABILITIES

- Bilingual in Spanish and English
- Computer Knowledge – Microsoft Word, Excel, PowerPoint
- Highly motivated worker, team player, flexible, punctual, quick learner, able to work independently, strong communication skills.

CIVIC ENGAGEMENT

- O'Donnell Dempsey Senior Center – Soup kitchen
- Infinite Possibilities – Volunteer
- Union County Democratic Party – Canvasser and volunteer

REFERENCES

- Frank J. Cuesta (908) 578-3567
Capacity known: Councilman, City of Elizabeth
- Jorge Casalins (908) 220-7151
Capacity known: Real Estate Agent, Coldwell Banker Liberty