

Jaylene Laurel
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Objective: Seeking a financial role and opportunity for growth towards the next steps of my career.

Qualifications profile:

- An enthusiastic, positive team player, who is focused and capable of achieving set goals.
- Thrives in an active, high-pressure workplace, prioritizes and is able to meet deadlines.
- Applies strong organizational skills, attention to detail, consistent follow-up, and is extremely accurate.
- Ability to communicate with Spanish speaking customers.

Education:

SUNY Potsdam, Potsdam, NY

May/2024

Expected Bachelor's Degree

Heritage School The, New York, NY

June/2020

High School Diploma

Experience:

Subway New York, NY

- Cleans and maintains all areas of the restaurant to promote a clean image. Understands and adheres to the Wash, Rinse, and Sanitize method of cleaning.
- Performs Cash-In Procedure; accounting for all forms of money, bread, during the shift.
- Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift.
- Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change.
- Work opening and closing shifts.
- Sandwich artist
- Cashier
- Handling, tagging food with name, date and hour.

Experience:

Bane Haunted House New York, NY

- Supervise customers don't enter the Haunted House with mask, weapons, and/or other things that can be hurtful.
- Actor
- Makeup artist, have actors makeup done.
- Keep a headcount of quitter customers.

Experience:

Scan NY El Faro Beacon: SYEP, New York, NY

- Manage classroom of 22 kids.
- Supervise and monitor the safety of children in their care.

- Develop schedules and routines to ensure that children have enough physical activity, rest, and playtime.
- Prepare meals and organize mealtimes and snacks for children
- Organize activities or implement a curriculum that allow children to learn about the world and explore interests.

Experience:

Each One Teach One: SYEP, New York, NY

- Engage kids in basketball practice.
- With the direction coach, teach layups, basic moves and dribbling.
- Provided guidance and leadership.
- Made sure equipment was clean and accessible.
- Provided water and food on breaks.

Skills:

- Microsoft Word, Excel and Powerpoint.
- Basic understanding of sales principles and customer service practices.
- Proficiency in English and Spanish.
- Deep understanding of children's need for social, physical and intellectual growth.
- One year internship in Coding.
- 1+ years experience as a cashier.
- Customer service and communication skills.
- Problem-solving and initiative
- Working in a busy team
- Leadership
- 1+ years customer service
- 2+ years as assistant
- 3+ months as supervisor