

1 Normal Ave  
Montclair, NJ 07043  
(732) 407-1592  
acechristine138@gmail.com

# Aniah C. Estelle

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## SKILLS

Some of my skills include active listening, great communication skills, great customer service skills, quick problem-solving, impeccable time-management skills and I am recognized for my leadership and teamwork skills. I am also skilled in google drive (docs, forms, slides, sheets, sides, drawings, etc.) , Microsoft Word, publisher, powerpoint, and excel. My schedule is semi-flexible, I am very well organized and creative, super responsible, and I pay great attention to detail. Fluent in English, Intermediate at Spanish, and beginner in ASL.

## EXPERIENCE

### **Wendy's • 820 US-1, Woodbridge Township, NJ 07095 – Crew Member**

May 2019 – April 2020 (COVID)

- Assist with customers and food
- Work order counters, registers, and drive-thru windows
- Prepare food
- Clean seating areas and/or kitchens
- Ensure every customer receives quality service and food

### **Kiddie Keep Well Day Camp • 35 Roosevelt Dr, Edison, NJ 08837 – Counselor, Volunteer, Counselor In Training**

June 2016 – PRESENT (Seasonal)

- Supervise and guide children in daily camp activities
- Organize and lead activities for my assigned group of campers
- Ensure that campers are enjoying their time while away from home
- Make sure that campers are well-fed, safe, and are getting the care they need
- Communicate with campers, other counselors, and leadership staff
- Identify and respond to camper behavioral or medical issues, and report concerns to camp nurse and leadership.
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules, and sportsmanship.

### **I Excel Child Care • 162 Jefferson St, Perth Amboy, NJ 08861 – Volunteer, Counselor in Training, Counselor**

September 2014 – October 2017

- Observe behavioural issues of the children
- Follow daily schedules of the day care center

- Enforce hygiene standards
- Make sure that children are working on homework before parents arrive
- Ensure each child receives an afterschool snack
- Maintain records of children's progress and routines
- File child care paperwork in correct folders

## EDUCATION

**Montclair State University** • 1 Normal Avenue, Montclair, NJ  
**07043** – Pending 2024

August 2020 – Current

- Currently an undecided student thinking about a career in either the medical or law field as either a OBGYN, Detective, or Doctor.

## MEMBERSHIPS

Women's Leadership Academy, EOF Program, Montclair State Cheerleading Team,  
Volunteer for SLAM (Student Life at Montclair)