

Stephanie Ferreira

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EXPERIENCE

Glacier Psychology Services, PLLC. – Undergraduate Intern

February 2025 – May 2025

- Maintaining a clean waiting room and organizing therapy rooms
- Greeted clients as they waited to see their therapist
- Administrative tasks
- Finding local organizations, businesses, and institutions for outreach

TJMAXX, Linden, NJ - Retail Sales Associate

July 2023 - August 2023

- Cashiered and interacted with customers
- Maintaining a clean store environment
- Providing a welcoming shopping experience

Adelphi University Alumni Relations, Garden City, NY — Office Clerk/ Administrative Assistant

September 2021 - May 2023

- Listening to and logging voicemails
- Mailing letters and packages to alumni
- Greeting people at fundraising events
- Setting up for events

EDUCATION

Adelphi University, Garden City, NY — Bachelor of Arts in Psychology

August 2021 - May 2025

SKILLS

Customer service

Cashiering

Administrative tasks

Stocking organization

Knowledge of Microsoft Word and PowerPoint

English and Portuguese

CERTIFICATIONS

HIPAA Awareness for Healthcare Providers