



## EDUCATION

### BA in Criminal Justice

University of Massachusetts Boston

08/2014 - 05/2020

3.1 GPA

#### Activity

- Fall 2014 intramural soccer/football team creator and manager

### High School Diploma

Somerville High School

08/2010 - 05/2014

## HARD SKILLS

MS Office

Statistics Analysis

Basic System Administration IT

Project Reports

## SOFT SKILLS

Communication

Conflict Resolution

Adaptability

Leadership

Active Listening/Observation

## WORK EXPERIENCE

### General Service

Harvard University

10/2015 - Present

Cambridge, MA

#### Tasks

- Maintain constant grooming and uniform standards established by the University and Department
- Establish and maintain a great relationship with Harvard Community consisting of students, professors, and other departments
- Adapt to perform various roles depending on the needs of management
- Perform tasks as an individual as well have the ability to efficiently work as a group in order serve the Harvard community
- Assist in teaching temporary workers and new employees proper procedures to provide smooth and efficient service

### Retail Sales Associate

Rite Aid

06/2014 - 05/2015

Somerville, MA

#### Tasks

- Provide outstanding customer service by maintaining "enthusiastic to help" attitude
- Document lottery tickets and maintain Keno Machine
- Organize and stock store shelves with merchandise
- Multitask between being a sales associate and cashier
- Constant moving, talking, standing, lifting, climbing and crouching

Contact: NA (Closed down)

### City Hall Assessing Office Intern

City of Somerville

06/2013 - 08/2013

Somerville, MA

#### Tasks

- Organize property blueprints and files
- Complete mapping projects to be used later by various departments
- Fulfill building information printouts for community members