

Diana Marte

2395 Morris Avenue, Bronx NY

6464213727

marted@nyack.edu

Objectives

1+ year of experience as an Office Assistant. Looking to work for an organization where I can continuously learn functional excellence in different work environments whether be slow or fast-paced, thus gaining job growth.

Experience

Housekeeper, Nyack College (Sept. 2018 – Jan. 2020)

Organized classrooms and other facilities, trained other staff members, daily and deep cleaning.

Office Assistant, Mama Tingo's Daycare (June 2019 – August 2019)

Answered calls, filing and organizing documentations, adjusted payment methods, drafted emails, faxed.

Office Assistant, Jerry Christal's Farmer Insurance (Oct. 2017 – May 2018)

Answered calls, filing and organizing documentations, event planning, adjusted payment methods, drafted emails, faxed and worked on sheets relating to excel.

Education

Nyack College – (Sept. 2018 - Dec. 2021)

- Bachelor's of Science in Criminal Justice
- Cumulative GPA: 3.1
- Dean's List: (Sept. 2020 – May 2021)

City College Academy of the Arts – (Sept. 2014 - June 2018)

- Regents Diploma.

Skills

Well-organized and the ability to pay attention to the finer detail. Proficient in databases and Microsoft programs such as Word and PowerPoint. Able to work in different environments. Able to speak English and Spanish.

References

Esmeralda Burgos, Co-worker

646-571-5089

Yolise Farjado, Program Director

212-942-0043 x118