



Objective: Is to obtain a responsible position within an organization, whose mission is to develop employees to their fullest potential and provides opportunity for growth professionally and economically.

EDUCATION:

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2000 – 2002	Journalism	██████████ College	██████████, FL
	<i>Awarded, "Best of Show" in college art exhibit</i>		
2012 - 2014	Political Science	██████████ College	██████████, FL
	<i>Associate Degree</i>		
2014 – Present	Political Science	University of ██████████	██████████, NE

PROFESSIONAL EXPERIENCE

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2014 – Present ██████████ AER Services ██████████, Nebraska

██████████):

- Responsible for slaughtering Bovine according to the laws of ██████████ slaughter and the food standard of the United States Department of Agriculture.

2012 – Present ██████████ Publishing

EDITOR/PROOF-READER

- Responsible for proofing all written document to ensure proper use of the English language, proper diction and punctuation to include formatting of the written product prior to submission for publication.
- Thoroughly and concisely draft the final version of the indices (a manuscript) to equate with, ██████████ latest book.

██████████ ██████████ Hotel Renovation ██████████, FL

PROJECT SITE SUPERVISOR II

- Manage and supervise crews of sixty,
- Team leader for employees and subcontractors on multiple projects for both local and National work sites to meet project deadline with efficiency.
- Keep daily project records up-to-date. This includes employee time sheets, project progress, estimating completion of daily/weekly work load, and accounting and proper storing of equipment and materials.

2010 – 2011 ██████████ New York, NY

OFFICE ASSISTANT / KENNEL-STAFF DRIVER:

- Responsible for the care of pets of affluent clients owners and entrusted with their feeding, grooming, play time, I was accountable for clean-up of the facilities.
- Answer phone calls, schedule reservations and organize customer files.
- responsible for marketing, controlled stock-out and maintain inventory of all warehoused merchandises.
- Transport pets and pet supplies locally and cross country, transported and delivered prized pets to owners, to scheduled veterinary and grooming appointments and deliver medicine and food to veterinary clients.

2009 – 2010 ██████████ Publishing Ft. Lee, NJ

MANUSCRIPT EDITOR:

Proof-read and edit manuscripts and other written works, make all necessary corrections in preparation for final release of written works for Promotion and Advertisement.

2008 – 2011 Train of Thought Clothing ██████████, FL

CHIEF OF DESIGN:

- Design concepts and final drafts for seasonal releases of sports clothing line.

2008 – 2009 ██████████ Middle School ██████████, FL

PHYSICAL EDUCATION TEACHER:

- Organize safe and fun activities for the students.
- Interact with teachers and students to assert a good learning experience and award those students who have shown exemplary attitude.

2007 – 2009 Transportation Security Administration (TSA) ██████████, FL

TRANSPORTATION SECURITY OFFICER:

- Provide customer service and diversity skills for passengers' comfort.
- Ensure Airport and Security rules are enforced to ensure both passengers and employees safety.

2006 – 2007 Maroone Dodge ██████████, FL

AUTOMOBILE DETAILER:

- Thoroughly wash, clean and vacuum; quick wax and polish cars interiors and exteriors in a timely manner meeting set deadlines to customers' convenience.
- Provide customer service to clients in a very competitive environment.

2002 – 2005 Harbor Construction ██████████, FL

DEMOLITION SPECIALIST:

- Responsible for the demolition of building interiors such as condos, and apartment buildings in orderly fashion within time constraints and efficacy
- Supervise a small team of (10) workers.

██████████ On Stage: High-five Life development ██████████, FL

YOUTH ADVISOR:

- Supervise and counsel children registered in the school's After-School Program
- Directed the children's program in visual art inspiration projects to promote drug prevention.
- Directed the youths' development program through various performance activities, for the annual 'end-of-year-recital. to include; set design, props, costume selections, music theme and dance genres.

Aug. 2001 – Dec. 2001 Barnes & Noble Booksellers ██████████, FL

SHIPPING AND RECEIVING CLERK:

- Responsible for filling orders and shipment of such to customers.
- Responsible for receiving of shipment to the company while ensuring that all merchandise was
  - Receiving and scanning of all incoming shipment into store computer database an
  - Returning of non- current merchandise to publisher.

oArranging merchandise to assigned areas in storage facility for relocation and placement in store.



## LANGUAGES

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Fluent in English and Spanish; spoken and written Portuguese; some understanding and command of Hebrew and Arabic.

## HOBBIES

Writing articles, children's stories and a graphic novel, and researching information.

Translate books from English into Spanish.

Gen-Com Cycling Club- core cyclist.

Visual Artist: Drawing and Painting most subjects.

Learning to play the acoustic Guitar, Composing music and writing songs.