

Dragon Blaze

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Education

State University of New York at Cortland (SUNY Cortland), Cortland, NY

Expected May 2023

Bachelor of Science in Psychology, GPA: 3.76/4.0

President's and Dean's List Fall 2021 and Spring 2021

Professional Experience

Administrative Assistant: West Side Federation for Senior and Supportive Housing

New York, NY

Seasonal May 2021 – Present

- Organized residential audit document in alphabetical and chronological order to maintain an efficient office environment
- Collected, reviewed, and distribute resident's financial records, documents, and other relevant material for residential audits to managers for daily review
- Coordinated extensive meeting schedules using Microsoft Excel for the Compliance Director

Secretary and Dispatcher: Inner-city Elevator Corporation

Bronx, NY

Seasonal August 2020 – August 2021

- Served as the first line of communication to relay regulation violations, and other concerns from field mechanics and branch management to coordinate elevator maintenance
- Operated dispatch management system to assign work to the proper mechanics to ensure timely service
- Created spreadsheets using Microsoft Excel for mechanic attendance and elevator maintenance
- Prioritized calls and emergency SMS messages by importance and urgency to coordinate appropriate rescue as needed

Assistant Activity Coordinator: NORC Phipps Neighborhoods

New York, NY

June 2020 – August 2020

- Performed weekly wellness calls to the NORC community to ensure safety and wellness of senior members
- Planned and participated in 3-5 different weekly events and games for the seniors such as arts and crafts, bingo, and movie screenings to engage the community
- Facilitated a group grief counseling session for elderly members to provide emotional support to those in need
- Followed office systems for communication, project management, reporting, and archiving

Leadership Experience

Health Promotion Internship

SUNY Cortland, Cortland, NY

August 2022 – Present

- Manage Instagram account by uploading content and engaging followers for the department to increase awareness of services
- Plan and implement a nutrition and physical activity fair by communicating and delegating tasks with other team members at weekly meetings
- Coordinated weekly "Wellness Wednesday" events for students such as Yoga, Zumba classes, Plant Your Own Vegetable and more
- Assisted with research for environmental awareness study to enhance campus awareness of nicotine use

Treasurer: Students Active for Ending Rape Organization

SUNY Cortland, Cortland, NY

August 2021 – Present

- Attend 2 Title IX trainings to learn about sexual assault on college campus and become an advocate
- Organize the annual Take Back the Night March in weekly meetings and outreach to key stakeholders
- Develop 1-2 weekly events to enhance the safety of students on campus against sexual violence

Secretary and Treasurer: Men of Value and Excellence Organization

SUNY Cortland, Cortland, NY

August 2021 – Present

- Process purchase orders and invoices using Microsoft Excel and campus guidelines for club events and activities
- Organize, research, and secure vendors and supplies for annual "Celebration of Men" banquet

SKILLS & CERTIFICATIONS

- Bilingual- English and Spanish
- Collaborative Institutional Training Initiative Certified
- Proficient in Microsoft Word, Excel, and PowerPoint