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MADISON MELENDEZ

OBJECTIVE

To secure a challenging **position** in a reputable organization to expand my learnings, knowledge, and skills.

EXPERIENCE

Mitchel Community Center in Children's Aid Society, Bronx, NY— *Camp Counselor*

July 2019 - August 2019

- Watched over children within the program.
- Led various art projects to represent the program in an upcoming carnival.
- Plan outdoor activities or sports for groups of campers
- Lead recreational and educational activities
- Escort and oversee children
- Educate campers through games and explorations
- Set up and maintain equipment
- Resolve occasional disagreements between children and address behavioral issues
- Make sure all safety rules are followed
- Ensure camping site is clean and that campers don't litter recreational areas or nature
- Keep accurate incident logs

STEM in Children's Aid Society, Bronx, NY-

July 2018 - August 2018

- Tested out math games created by the company for an upcoming festival.
- Created math games with co-workers for the upcoming festival.

Children's Aid Society, East Harlem, NY— *Volunteer*

July 2017 - August 2017

- Created a drug prevention project.
- Collected research for the project from local citizens.

Henry J. Carter Hospital, East Harlem, NY— *Hospital Police Volunteer*

July 2021-August 2021

- filing for Chief Director
- checked in hospital visitors
- answer and direct incoming calls

- maintain an organized working environment
- aided in distribution of hospital uniforms
- updated visitor records
- performed receptionist duties when needed

EDUCATION

Harlem Prep High School, New York, NY— *High School Student(Graduate)*

September 2017 -Graduated June 2021, East Harlem, NY

Baruch College, New York, NY— *College Student (Freshman)*

August 2021 - Expected Graduation May 2025, Manhattan, NY