

Taskia Wright

147-70 231 Street Springfield Gardens NY 11413

Cell: 347 447 1162

Home: 718 978 0893

Taskiawright@aol.com

Objective:

To obtain knowledge an entry level position with a growing company that will utilize my skills and experience for career advancement.

Skill Highlights:

- Able to adapt to different working environments
- Able to work in a routine with daily tasks
- Excellent Communication and Interpersonal Skills
- Experience with Microsoft Word and Google Chrome

Experience:

CCNY Job Net Youth Vocational Program, Jamaica, New York

March 2016 - March 2017

Job Readiness Program

- Engaged in interview role play
- Learned appropriate ways of managing emotions in the workplace
- Completed all assignments and actively participated in group activities
- Completed vocational job readiness program
- Learned office skills such as filing, answering the phone, making calls, printing, photocopying, and faxing

Young World, Jamaica, New York

April 2016 – April 2017

Sales Associate (Intern)

- Managed shelf stocking and pricing activities
- Handled inventory and stocks
- Reviewed merchandize movement
- Inspected merchandize for quality and quantity
- Assisted customers with product selection and queries

Pal (Police Athletic League), Jamaica, New York

October 2016-June 2017

Camp Leader (Intern)

- Assisted camp leader with adolescent
- Helping adolescent children with homework
- Helping camp daily after school
- College trips
- Educational trips
- Teacheched classrooms
- Helped with anything needed to be helped with

Marshalls, Jamaica, New York

July 2017- September 2017

Sales Associate (Intern)

- Assisted customers with product selection and queries
- Handled stock
- Managed sales floor
- Managed recovery
- Managed Inventory selection

Wendy's, Jamaica, New York

September 2017- January 2018

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- Cashier
- Handled customer service
- Keeping area clean
- Manage hourly shifts
- Engage with customers
- Managed stock and product selections

SSP America, Jamaica, New York

March 2018- June 2019

- Engage in customers
- stock
- Handled customer service
- Assist customers
- cashier
- prep
- cleaner

Summer Youth Employment, Jamaica New York

June 2019-August 2019 (Volunteer)

- Camp helper
- worked grade k-6
- Handed out lunch
- Sports helper
- Assisted Camp Leaders

H&M, Brooklyn, New York

April 2019-June 2020

- Head Cashier
- Stock

McDonald's, Queens, New York

January 2020- June2020

- Cashier

Paccor Preschool, Jamaica New York

May 2020-Current

- Teacher
- participate in department and school meetings, parent meetings
- Decision making
- High energy level
- Provide a variety of learning materials and resources for use in educational activities

Education

Brooklyn Community College,

Brooklyn, New York August 2022- Current

Anticipated graduation May 2025

-Bachelorette in Early Childhood Education

Borough Manhattan Community College, Manhattan, New York
2020

August 2018- December

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- Asap Student
- Early Childhood Education Major
- Volunteer
- Student to student peer work

High School for Law Enforcement and Public Safety, Jamaica, New York Sept 2014-2018

Year of Graduation: 2018

- Student Government Vice President 2014-2015
- 11th Grade Secretary 2016- 2017
- Parent/ Student Association 2016-2017
- Student Representative 2017-2018

Achievements

- Successfully completed over 300 hours of community service
- Received Outstanding Attendance awards
- Received Student of the Month awards

Highlights

- Excellent Communication and Interpersonal Abilities
- Manage Time Wisely
- Follow Directions
- Effective Team Player
- Highly Motivated
- Responsible

Volunteer Experience

Paccor DayCare, Jamaica NY

Mar 2015-Aug 2015

Title: Volunteer Child Care Aide (Volunteer)

Emburse Charter School, Brooklyn Ny

January 2020-May2020

Title: Volunteer assistant teacher