

Malayna Dean

• Layna122@gmail.com

Objective

I am an adaptable and charismatic young adult who has consistently been praised as diligent by my teachers and managers. I have managed to accrue nearly 3 years of work experience. I had the privilege of working for Precise Management in an office assistance role. Whether working on academic, extracurricular, or professional projects, I apply advancing communication, creative thinking and multitasking skills.

Work Experience

OFFICE ASSISTANT

January 2017 - March 2020

Precise Management, New York, NY.

- As a filing assistant, it was my responsibility to organize different documents regarding client housing information in order according to zip code areas and assisting clients in organizing forms with their personal information. I would also shred discarded documents, as well as highlight necessary documents for the company.

BLOG WRITER

December 2019 - June 2020

BlogSpot

- As a blog writer, I would write about music, fashion, or anything that may interest people with an eye for art. Blogging was something that I started doing as a hobby, and carried on during C-19 quarantine.

Education

June 2020

Brooklyn High School of the Arts

- Graduated with a Regents Diploma
- Studied vocal/choir

Extracurricular Activities

- Global Studies Club
- Yearbook Club
- Choir

References

- References provided upon request.