

Tiffani Craig

646-617-8396
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SKILLS

Organization, time management, written communication, verbal communication, classroom management, behavior management, child care, attention to detail, problem solving, social emotional learning(SEL), data entry, front desk, filing, customer service, phone etiquette

EXPERIENCE

Customer service representative, Jamaica queens – *door to door rep*

June 2024–July 2024

- Personal customer service representative
- Respond to customers in a timely and professional manner
- Provide accurate information on product being sold

Commonpoint Queens, Floral park – *Afterschool Youth Counselor*

October 2022 – 2024

- Relationship building with kids you are assigned to
- Homework help
- Implementing social emotional learning(SEL) in daily routine
- Lend a helping hand to subcontractors

A Haunting in Hollis, Hollis – *scare actor*

September 2023 – October 2023

- Dress up in provided costumes and scare/ chase costumers through haunted house and maze

Occupational Therapy for Kidz, Cambria Heights – *volunteer*

July 2021 – August 2021

- Worked the front desk greeting parents and patients
- Checked temperatures and provided face masks
- Data entry
- Organizing files

EDUCATION

Hillcrest High School, Parsons boulevard – *Degree*

September 2018 – June 2022

I graduated with a diploma in pre-med

Certifications

- Fashion design
- Health and safety
- Mandated reporter