

City of White Plains Youth Bureau - Youth Employment Services - Sample Resume

Jackie Dominguez
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White Plains, New York 10606
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EDUCATION:

White Plains High School, White Plains, NY Expected graduation: June 2018

WORK EXPERIENCE:

Anthropology, White Plains, NY August 2016-Present

Sales Associate

Responsible for assisting customers and recovering store in the evening.

White Plains Youth Bureau, White Plains, NY July 2016-August 2016

Clerical Assistant, Schnurmacher Nursing Home

Responsibilities included filing, photocopying and answering phones.

White Plains Youth Bureau, White Plains, NY July 2015-August 2015

Clerical Assistant, Senior Center

Responsibilities included data entry, filing, faxing, photocopying and answering phone calls.

VOLUNTEER EXPERIENCE:

Mayors Youth Council, White Plains Youth Bureau, White Plains, NY May 2015-Present

Participate in a variety of community service activities and meet with the Mayor on a quarterly basis to discuss issues which affect White Plains teens.

Midnight Run Club, White Plains High School, White Plains, NY September 2014-Present

Collect clothing and food and distribute to homeless individuals in New York City.

EXTRACURRICULAR ACTIVITIES:

Member of the Track Team, White Plains High School, White Plains, NY June 2014-Present

AWARDS & RECOGNITION:

PTA Community Service Award May 2016

SPECIAL SKILLS:

Bilingual English/Spanish

Proficient in Microsoft Office