

JOHN DOE

303 University Ave, Newark, NJ 07102 | 973-877-3000 | John@Essex.edu

EDUCATION

Essex County College, Newark, NJ

Associate in Applied Science; Major: **Accounting**

Expected date of Graduation: May 2022

WORK EXPERIENCE

Essex County College, Newark, NJ

Assistant to the Chief Financial Officer/ Work Study

May 2019 – Present

- Execute the process of accepting and checking the expenses check
- Perform general office work this include, but are not limited to; answering phones, taking messages, typing letters, copying, faxing, filing and scanning

Hudson County Community College, Jersey City, NJ

Instructional Computer Lab Assistant

August 2018 – Present

- Perform the installation, upgrade, and maintenance of software applications and suites; ensure compliance with license agreements and copyright legislation
- Update and create incident management ticket in the tracking application system
- Coordinate with Information Technology services for all software upgrades
- Resolve equipment issues in labs and classrooms
- Provide quality assistance to students, faculty and all users of the instructional
- Assist students in the proper use of computer equipment during open lab hours

Essex County College, Newark, NJ

Testing Center Representative /Work Study

August 2018 – May 2019

- Administered online entrance exams and monitored students
- Prepared computer workstations for administering exams
- Assisted students with completing test intake forms
- Helped students to schedule themselves for academic advising and placement testing
- Answered telephone inquiries
- Helped maintain a clean and organized testing environment
- Performed other related duties as needed

Dunkin Donuts, Hoboken, NJ

June 2015 – July 2018

Customer Representative/Cashier

- Responded to customer requests for products, services and company information
- Preserved revenue streams by utilizing strong communication and negotiation skills
- Prepared all products following appropriate recipes and procedures
- Counted **down cash register** at the end of each shift and deposited money in the safe
- Maintained a fast speed of service, especially during rush times
- Followed all procedures related to cash, cleanliness, food safety, and restaurant safety and security

LANGUAGE SKILLS

Proficient in Gujarati and Hindi

COMPUTER SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, QuickBooks and Sage 50
- Proficient in multiple operating systems including Windows, Mac OS and PayPal