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| **Skills & Abilities** | • Delivery & Warehouse-Related Skills; • Sales & Customer Service; • Employee Training; • Organizational Skills; • Technology & Software Experience *(Specialties: Windows, iPhone/iOS, Microsoft Office, Google Drive, Yola/Wix Website Builders, Database Research)* **•** Cat/Animal-Related Knowledge **•** Musical/Vocal Skills |
| **Experience** | **Kennel Assistant** – BASS Animal Rescue – Bloomingdale, NJ  March 2019 – Present  *In this position:* I assist the shelter staff in caring for the cats and kittens that call the kennel their temporary home, before they are adopted by new owners. During this transitory period, I give the cats their diet-appropriate fresh food and water, clean their linens and litter boxes, socialize them, and check up on them to make sure that they are safe and healthy, each and every weekday. I consider myself so lucky to have a job that allows me to touch the lives of my community through pets.  **Courier (Independent Contractor)** – DoorDash, Inc. & Uber Technologies, Inc. – NJ  August 2018 – Present  *In this position:* I make a promise to customers & merchants to deliver food items in a safe, responsible and timely manner. This includes communicating with merchants and customers, effectively utilizing courier-related tools and technologies, securing and double-checking orders, and always obeying the rules of the road. My promise is backed by my record of over two hundred successful deliveries, countless instances of customer service communications, and four consecutive years of driving experience.  **Warehouse Stock Person** – Mountain Creek Resort, Inc. – Vernon, NJ  November 2017 – April 2018  *In this position:* I ensured proper loading and unloading of delivery trucks, facilitated the organized storage and distribution of food and beverage products (including fresh, frozen and packaged foods), assisted with equipment placement and business unit setup and design (such as assembling a performance stage, and setting up tables and chairs), completed miscellaneous delivery and cleanup tasks, and became experienced with warehouse equipment such as pallet jacks and hand-trucks/dollies in order to accept and process deliveries.  **Returning Sales Associate** – Spirit Halloween, LLC – Kinnelon, NJ & Riverdale, NJ  October 2015 – November 2015; September 2016 – November 2016  *In this position:* I maintained/organized shelves, assisted customers, operated a cash register (P.O.S. System), managed a fitting room, repackaged merchandise, answered telephones, tidied the store, and worked in a team. I had the pleasure of being re-hired at Spirit for a second year, where I became officially “Ghost Certified” in delivering quality guest service to customers. |
| **Education** | **County College of Morris** – Randolph, NJ  Associate of Arts Degree – Humanities/Social Science - *summa cum laude*   * Phi Theta Kappa, Alpha Mu Gamma & Sigma Alpha Pi Honor Societies   **Penn Foster High School** – Scranton, PA  High School Diploma   * Awarded various Honor Roll distinctions based on GPA. |
| **References** | **Kelly Casagrand** – Corresponding Secretary & Board Volunteer  Bloomingdale Regional Animal Shelter Society, Inc. – Bloomingdale, NJ  casared@optonline.net  |  (201) 247-6703  **Dennis Decarlo** – Instructor, Set Design & Stage Crew Manager  Pompton Lakes High School – Pompton Lakes, NJ  dennis.decarlo@plps.org  |  (973) 835-7100 |
| **Extracurricular** | **Hobbies & Interests** – Music (Lead Vocalist), Arts (Hobbyist Art), Animal Shelter Volunteering |