

# Shania D. Ahlmad

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(395) 779-9999

## **OBJECTIVE**

To secure a part-time retail sales position

## **EDUCATION**

State University of New York (SUNY) College at Buffalo  
**Bachelor of Science in Business Administration**  
Concentration: Marketing

Anticipated May 2023

## **RELATED EXPERIENCE**

### **Off Broadway Shoe Warehouse, Syracuse, New York**

Seasonal Sales Associate

July 2017 – August 2019

- Informed customers of sales promotions and consistently exceeded weekly sales goals
- Utilized product knowledge to recommend merchandise based on the needs of the customers
- Arranged shoe displays and maintained an organized sales floor

### **Desire to Hustle, Syracuse, New York**

Sales Associate/Designer

January 2015 - Present

- Provide excellent customer service with thorough consultations to best meet the client's needs
- Design men's, women's, and children's urban clothing
- Update social media accounts with posts about special promotions and engage with followers

## **ADDITIONAL EXPERIENCE**

### **The Hearth at Greenpoint, Liverpool, New York**

August 2018 - August 2019

Server

- Provided exemplary customer service to residents by creating a warm and welcoming environment
- Offered healthy options to residents based on New York State guidelines
- Trained new employees by teaching and modeling organizational procedures

## **SKILLS**

**Computer:** Microsoft Word, PowerPoint, and Excel

**Social Media:** Instagram, Twitter, and Facebook

**SHANA SMYTH**  
5555 Tree Circle Road  
Amherst, New York 14228  
(716) 837-1234  
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### **OBJECTIVE**

To obtain a tutoring position

### **EDUCATION**

#### **Bachelor of Arts in Psychology**

State University of New York College at Buffalo

Anticipated May 2022

### **RELATED EXPERIENCE**

#### **Youth Scholar**

September 2016 - Present

Mayor Summer Youth Internship

Buffalo, New York

- Collaborated with peers to create several proposals for school officials on ways to address social injustices within the school system
- Researched and developed effective studying strategies for high school students

#### **Peer Tutor**

July 2018 - August 2018

Sevyn Stars Resource Center

Buffalo, New York

- Provided one-on-one academic support for students in grades 5-12 using comprehensive knowledge of math, science, Spanish, and ELA
- Assessed students' progress and assist in creating academic goals
- Presented parents with written reports that communicate students' academic progress and issues

### **ADDITIONAL WORK EXPERIENCE**

#### **Office Assistant**

September 2017 - Present

Charter School of Imagination

Buffalo, New York

- Answer student, parent, and visitor inquiries
- Maintain confidential student records and input data

### **COMMUNITY INVOLVEMENT**

#### **Volunteer Assistant Activity Coordinator**

July 2015 - Present

First Choice Community Center

Buffalo, New York

- Organize and facilitate recreational, social, arts and crafts activities
- Maintain attendance records for each activity provided

### **SKILLS**

**Computer:** Microsoft Office Suite

**Language:** Spanish

## Elizabeth R. Beecher

122 Lawrence Avenue • East Aurora, New York 14063 • (716) 655-1234  
Beecher22@mail.buffalostate.edu

### OBJECTIVE

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Part-time Arts & Crafts Instructor

### EDUCATION

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State University of New York College at Buffalo

**Bachelor of Fine Arts in Painting**, Anticipated May 2022

Minor in Art History

GPA: 3.5/4.0

Relevant Coursework: Drawing I & II, Modeling, Two-Dimensional Design

### SKILLS

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Drawing

Painting

Sculpture

Photography

### WORK EXPERIENCE

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**Team Member**, Target, Orchard Park, New York, August 2017 - Present

- Utilize product knowledge to assist customers with age-appropriate toy and clothing purchases
- Create weekly promotional displays per company guidelines
- Complete cash and credit card transactions utilizing a POS register

**Child Care Provider**, East Aurora, New York, June 2016 - August 2017

- Provided daily care for two children, ages 5 and 7, incorporating art projects

### ACTIVITIES

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**Women's Soccer Team**, State University of New York College at Buffalo

Member, August 2018 - Present

**John R. Oshei Children's Hospital Pediatric Ward**, Buffalo, New York

Volunteer, June 2018 - August 2018

**CYNTHIA M. LOGAN**

**logacm34@mail.buffalostate.edu**

(315) 945-6871

**Local Address (Until May 2021)**

1700 Main Street  
Buffalo, New York 14208

**Permanent Address**

290 Ransom Road  
Syracuse, New York 13601

**OBJECTIVE**

A part-time position as a childcare assistant.

**EDUCATION**

**Bachelor of Science in Early Childhood and Childhood Education**  
State University of New York College at Buffalo  
Anticipated Graduation: May 2021

**RELATED  
EXPERIENCE**

**Play House Attendant**, August 2017 - Present  
Tops Market, Amherst, New York  
· Create interactive games for children ages 2 to 9.  
· Teach 30-minute workshops on facility supervision policies to parents.

**Child Care Provider**, May 2015 - August 2017  
Private Residence, Syracuse, New York  
· Provided after school care for three children ages 2, 4, and 7.  
· Planned family field trips with parents.  
· Organized children's block party to raise money for a charity.

**WORK  
EXPERIENCE**

**Crew Trainer**, February 2015 - August 2017  
McDonald's, Syracuse, New York  
· Arranged and conducted toddler birthday parties.  
· Trained new workers on food production line.  
· Maintained record keeping system for worker time sheets.

**VOLUNTEER  
EXPERIENCE**

**Costume Coordinator**, Winter 2017  
SABAH-Skating Athletes Bold at Heart, Buffalo, New York  
· Repaired children's costumes for ice skating shows.

**CERTIFICATION**

**American Red Cross**, Buffalo, New York  
· First Aid/CPR/AED Certification.

**COMPUTER  
SKILLS**

Microsoft Word, Excel, Access, and Leap Frog Learn & Grow Software

**ORGANIZATIONS**

**Member**, Council for Exceptional Children, August 2017 - Present  
**Member**, Wilderness Adventures, August 2016 - Present