|  |  |
| --- | --- |
| carolyn marin |  |
| 124-18 103rd avenue richmond hill queens new york 11419 |
| 347-658-7449 ▪ Cmarin900@Gmail.com ▪  |  |

Objectives

As a bright ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task at hand. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills and experience.

Experience

Intern

 ▪ April’11 - November’12

Satellite Academy ▪ 120w 30th street Manhattan, NY

* Telephone and Front desk Reception
* Assisting Customers
* Filing Documents

Cargo Agent ▪ Feburary’13 – Present

Worldwide Flight Service ▪ JFK International Airport Bldg. 79

American Airline Cargo

* Flight Planner
* Manifest International Documents
* Maintain a well-organized environment
* Help customers track shipments
* Professionalism, Team work

Skills

* Type 70 WPM
* Microsoft Word (XP, VISTA, Microsoft Word 7&8)
* Experience with Sabre
* Assembly Line Team work
* Excellent customer service
* Ability to work under pressure

Education

Richmond Hill High School

September ’08-Feburary’11

Satellite Academy High School

Feburary’11-Janurary ’13- New York Board of Education Regents High School Diploma

Queens Borough Community College

Liberal Arts and Sciences (August’13- Present)

References

Available upon request