

Samantha Sociology

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EDUCATION

Bachelor of Arts in Sociology

Florida Atlantic University

GPA: 3.7/4.0

May 2019
Boca Raton, FL

CORE COURSEWORK

Contemporary Social US Cities
Global Social Changes
Organizational Sociology

Globalization and US Cities
Sociology and Mental Health

CERTIFICATIONS

CPR Certified

May 2015

WORK EXPERIENCE

Children Program specialist

January 2015 Present

House of Hope

Fort Lauderdale, FL

- Design and carry out structured learning activities for children in the organization
- Assist children in crisis to overcome difficult family situations and interpersonal relationships
- Coordinate schedules and training session for volunteers and employees to support their professional development
- Create new programs proposals to get children actively involved and improve their interpersonal skills

Receptionist

January 2014 - December 2014

Florida Health Care Group

Deerfield Beach, FL

- Managed the front desk which included greeting visitors and responding to telephone and in-person requests
- Assisted in all the clerical aspects of the office and supported extended contractors in the assigned departments
- Scheduled patient appointments and completed registration efficiently
- Monitored email inquiries and requests to make sure they were addressed

SKILLS

Microsoft (Word, Excel, PowerPoint)

Social media (Facebook, Instagram, Twitter)

LANGUAGES

Fluent in English and Creole



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