

# Joe Smith

Brooklyn, NY 11235

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## **EDUCATION**

**Kingsborough Community College**

*Associate of Arts Degree in Liberal Arts, G.P.A: 3.9*

**Brooklyn, NY**

Expected 06/2022

## **WORK EXPERIENCE**

**ABC School of Biomedical Education**

*Administrative Assistant*

Answer phones and relay messages

Advertise housing availability to students

Advise students regarding procedures for housing

Locate housing for students

**New York, NY**

*01/2021 - Present*

**Member of Assembly- Inez Barron**

*CUNY Women's Public Service Intern*

Researched current education policies for the creation of the office newsletter

Answered phones

**Brooklyn, NY**

*09/2020 - 12/2020*

**Brooklyn Academy of Music**

*Marketing Assistant*

Assisted with the planning, creation and distribution of theatrical press releases

Wrote radio advertisements

Tracked attendance based on information from reservationists and box office attendants

Handled photo releases mailings to be distributed to the media sources

**Brooklyn, NY**

*09/2018 - 8/2020*

## **VOLUNTEER EXPERIENCE**

**Kingsborough Community College**