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|  | Alan  George | | | | | | |
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| OBJECTIVE  Seeking a position where I can use my professional skills and accomplishments to help others. Excited to join a team where I can add value, build relationships, demonstrate my vast technical and hospitable experience while fostering a positive work environment through integrity, teamwork, and accountability. I desire this opportunity to demonstrate my proven ability to collaborate effectively with diverse individuals and reach new heights in helping provide world class services.  GPS icon **ADDRESS** 416 Grand Blvd Scarsdale, NY 10583  United States of America  Phone icon **PHONE** (917)-369-0634   * **EMAIL** [alangeorge07@gmail.com](mailto:alangeorge07@gmail.com) | |  | EXPERIENCE | |  | |
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|  | 10/2018- Present  *Assistant Stage Manager (Sunday Matinée)*  **Dance Theatre of Harlem**   * Setting up for a performance * Assist taping down the studio * Moving props in the studio (Mic Stands, Piano, Barrés) * Assist with bringing performer backstage   11/2018- Present  *College Assistant*  **Bronx Community College: Admissions Office (Recruiter/Ambassador )**  • Lead the Recruitment effort for USIP- Skills Immersion, CUNY Start/Math Start, PTS3, ASAP and other College Programs  • Answer and screen phone calls/ Emails  • Conduct large and Small presentations to prospective students  • Review Applications of Prospective freshmen for admissibility to special programs  • Assist with office work, on a daily basis • Participate in on-campus recruitment events(College Fairs, Open Houses, Information Sessions, etc.) • Provide individual and group counseling to prospective freshmen on the benefits of college programs.  • Provide assistance to students during the application and registration process • Support the Admissions office as needed (Visitor reception, Campus Tours, etc.) - Demonstrated ability to work independently and as part of a team  5/2016- 11/2018  *College Assistant*  **Bronx Community College: Learning Commons (Academic Support Center)**  • Greet students and visitors to LC  • Answer and screen phone calls  • Make sure students are signed in upon entering LC  • Guide students to designated Tutors and SI Leaders  • Assist with office work, on a daily basis  • Provide Students with information on Academic Resources  • Communicate with various departments  • Assist students, Tutors and SI Leaders with resources  • Keep abreast of daily interaction in LC  05/2014- 5/2016  *Sales Associate*  **Dunkin Donuts**  • Responded quickly and resourcefully to customer requests or concerns  • Assisted customers with choices by providing them with information  • Responsible for opening/closing down the store on all occasions  • A recommended product based on individual requirements | | | |
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|  | EDUCATION |  | | |
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|  | **Hunter College/CUNY** 01/2018 - 05/2020  *Bachelor Degree in Psychology*  **Bronx Community College/CUNY** 09/2014- 12/2017  *Associate Degree in Psychology* | | | |
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|  | Skills | | |  |
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|  | • Bilingual in English and Malayalam  • Experience Google Form  • Computer proficiency (Word, PowerPoint, Excel)  • Strong communication skills (Verbal, Email) | | | |
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|  | **REFERENCES** | |  | |
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|  | Will be furnished upon request. | | | |