

Claire Waski

Leonardo, NJ

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(732) 299-6498

Objective

A motivated, personable professional seeking a position that will allow me to effectively combine my communication (verbal and written), time management, and analytical skills in a customer service administrative environment with an emphasis in the legal profession.

Skills

- Customer Service
- Research / Developing Ideas
- Conflict Mediation
- **Technical Skills:** Microsoft Word, Excel, and Power Point

Education

Boston University Paralegal Studies Certificate Program Completed April 2010

Rutgers University, New Brunswick, NJ

B.A. in History G.P.A. 3.314 Graduated January 2010

Project: History Seminar: New Jersey and the Great Depression, Spring 2009

- Combined writing and research skills to create a 30 page report on Middletown, NJ during the Great Depression.
- Collected research from various town records and historical societies.
- Created a thesis and supported it with aforementioned research.

Relevant Courses

- Global Empires 1450-1750
- American Culture of the 1960s
- Gender in Latin America
- City in American History
- France Old Regime & Revolution
- Gender and Society in Europe

Brookdale Community College

May 2006 (transferred)

Honors

Phi Alpha Theta, History Honor Society Inducted Spring 2009

Dean's List, Brookdale Community College Fall 2005

Miss New Jersey Teen USA Contestant 2003, 2004

Experience

Harvest Moon Brewery, New Brunswick, NJ

Server/Hostess, March 2006 to Present

- Provide general customer service to diverse populations including reservations, party planning, and general service
- Assisted staff in providing a positive dining experience.
- Utilized multitasking and time management abilities to ensure customer satisfaction.

Margaret's Boutique, Red Bank, NJ

Sales Associate, November 2004 to August 2006

- Assisted customers with choosing and purchasing jewelry and accessories.
- Fulfilled sales objectives and customer service goals set by upper management.
- Closed register, counted daily profits, and secured the store at closing time.

Volunteer Work

AIDS Walk New York

Participant, May 2006

References Available Upon Request