

## Briana Crespin

Bronx, NY | (347) 855-9020 | Brianel1999@gmail.com

### Education

**Borough of Manhattan Community College**, Manhattan, NY

*Associates of Early Childhood Development*

Expected January 2023

GPA: 3.6

- **Relevant Coursework:** Fund of Public Speaking 100, Psychology of Early Development and Education 110, 210,310, 410, Introduction to Psychology 100, English Composition 101, Spanish 207

**High School for Construction Trades, Engineering and Architecture**, Queens, NY

*Graduated*

June 2020

Honors Society

### Experience

**SDG Management Corp**, Manhattan, NY

September 2019 - June 2020

*Internship*

- Trained with creating spreadsheets with tenant data on various items
- Participated in the process of lease renewal production
- Engaged with daily task with real estate management
- Assisted with filing/mailings
- Helped with spanish speaking tenants
- Retrieved voicemails and translating from spanish to english
- Built new and loyal clientele through friendly interactions or consistent appreciation

### Leadership and Activities

**Iglesia Juan**, Queens, NY

*Member*

January 2018 - Present

- Organized food banks and youth group events for the local neighborhood
- Coordinated trips into the community with other club members
- Assisted the minister in the celebration of Mass

### Jobs

Dunkin Donuts Bronx NY,

August 2021-

Present

- Worked as a barista and learned customer service skills
- A shift leader assisted the manager

### Dental assistant

January 2022-

present

- Worked assisting the Dentist perform procedures
- Engaged as doing front desk work and filling as well
- Made appointments and payments worked with patients

**BMCC internship**

August 2022- december

2022

- Observed children and engaged
- Learned new teaching skills and participated with children on activities
- Helped the teachers with hybrid classrooms

**Skills**

*Computer:* Intermediate in Microsoft Office (Excel, Powerpoint, Word and Outlook)

*Language:* Native Spanish

**Additional Information**

*Interest:* Sports, reading ,and travel