

Helen B. Witte

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WORK EXPERIENCE

Bergen Community College, Paramus, NJ 07653 2019

Tutor in ESL, Statistics, and Basic Writing

- Helped students with their English, mathematical skills and writing
- Worked with students on their homework
- Established students' self-confidence in the subject matter
- Helped with other supervisors' needs

Kings Supermarket, Ridgewood, NJ 07450 2018-2019

Cashier

- Worked a cash register
- Handled money
- Helped customers bag groceries
- Cleaned registers
- Organized the newspaper rack
- Helped and interacted with customers

Ridgewood Parks and Recreation, Ridgewood, NJ 07450 2015 - 2017

Ridgewood Summer Day Camp Counselor/Head Counselor

- Worked with Kindergarten and First Grade girls
- Head counselor during the summer of 2017
- Organized activities/ games for the kids daily
- Supervised swim time
- Supplied first aid as needed

Babysitter, Ridgewood, NJ 07450 2015-2019

- Babysat for three neighborhood families consistently since 2014
- Children age 6 years old- 13 years old
- Played with kids, fed them dinner, put them to bed
- Managed conflicts between siblings
- Performed first aid as needed

EDUCATION

Bergen Community College Paramus, NJ 07653 2018-2019

Completing an Associate Degree in the Liberal Arts with a concentration in Philosophy

GPA: 4.0

- In the JKW School of Honors
- Member of Phi Theta Kappa
- Member of Philosophy Club
- Member of ASL Club

Simmons College Boston, MA

2017

GPA: 4.0

- Honors Program
- Dean's list the first semester of college
- Received a tuition exchange scholarship
- Reporter for *The Voice* (2017)
- Member Political Discussion Club (2017)
- Model UN participant (2017)

Ridgewood High School Ridgewood, NJ 07450

2013 - 2017

High School Diploma, GPA: 3.98

- National Honors Society (2016-2017)
- Honor roll four years in high school
- Receiver of the Thomas J. Angello Award
- Marching Band Sideline section co-leader (2015-2017)
- Asian Fest: Participated in cross-cultural festival in Indian dance (2015-2017)
- President of Political Discussion Club (2016-2017)
- Performed in New Players production of *Stage Door* (2013-2014)

SKILLS

- 2017-Volunteered with a 3rd grade classroom where I helped diverse students with their math work, volunteered at an after-school program in inner-city Paterson, NJ, helping students learn to read, and tutored a 7th grade boy in English
- People skills: good conversationalist, careful listener
- Organized and attentive to detail
- Proactive in planning and following through
- First Aid/ CPR certified
- Proficient in American Sign Language
- Can utilize Word and Excel processing systems