



Juliani Amazan



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ABOUT ME

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals..

EXPERIENCE

OFFICE ASSISTANT / TMI CORP.

JANUARY- PRESENT

Enhanced office efficiency by managing schedules, organizing files, and maintaining a clean workspace. Assisted in financial tasks such as invoices, expenses tracking and budget preparation to ensure accuracy.

ELECTRICAL ASSISTANT

JUNE 2020- DECEMBER 2023

Assisted in the installations of wiring, conduits and fixtures. Contributed to safe work practices. Pulled wires through conduits and through holes in walls and floors. Currently in college, studying computer science and running track.

SKILLS

EDUCATION

MOUNT VERNON HIGH SCHOOL

Graduated with a 3.46 Gpa, With 26 credits and I.B classes. I am a student-athlete, that does Track, Soccer and basketball.

CITY COLLEGE OF NEW YORK

2023- PRESENT

Currently in college, studying computer science as a major, and electrical engineering as a minor. Also running track for the men's track team.



- Problem solving
- Flexibility

- Fluent in other languages(French, creole)
- Organization

- Critical thinking
- Collaboration

