

# CHETINA HARRIS

Brooklyn, NY 11210

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## Professional Summary

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Authorized to work in the US for any employer

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## Work Experience

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### **Certified Notary Public**

Ashai Inc. Notary and Talent, LLC-Jersey City, NJ

November 2021 to Present

Business/Corporate

Licensed Notary Public Officer

Apostille, affidavits, acknowledgments, deeds, wills, healthcare directive, estate, power of attorney

### **Starbucks Barista**

OTG at LaGuardia Airport-Queens, NY

May 2022 to October 2022

Cleaning counters, dishes and floors.

Customer service

Replenishment

Training New Hires

Coffee Master

Barista Basics

Cash handling

Making beverages

Organizing storage and pastries

Date Dotting

First in,First Out

### **Sales Associate/Stylist**

STEPS New York-Forest Hills, NY

June 2021 to October 2021

Customer Service

Replenishment

Pricing

Maintaining clean fitting rooms and floor

Shipment

Cashier/pos system

## **Seasonal Cashier**

IKEA Home and Furniture-Brooklyn, NY  
September 2020 to December 2020

Cash handling  
Scanning and bagging items  
Customer service  
Asking customers about Loyalty/rewards card

## **Sales Associate**

Old Navy-New York, NY  
August 2018 to June 2020

Replenishing kids and mens floor  
Folding  
Lifting  
Customer service

## **Waitress/Server**

Ichiran-Brooklyn, NY  
June 2018 to August 2018

Bussing tables  
Taking orders  
Serving food  
Cleaning

## **Cashier**

IKEA-Brooklyn, NY  
July 2017 to October 2017

- Cashier
- Customer Service
- Cash Handling
- Budgeting

## **Tutor and Supervised Kids**

AmeriCorps Member-New York, NY  
November 2015 to August 2016

in an afterschool program, helped out with administrative work and participated in community service projects such as the AIDS walk and weeding trees with NYC parks

## **Crew Member**

Student Conservation Association-New York, NY  
June 2015 to August 2015

NYC Program used to help improve the environment overall, i.e., Governor's and Randall Island

Spring Talent Show-New York, NY  
2013 to 2015

"Hello Dolly" Ensemble Amas Musical Theater-New York, NY

March 2013 to May 2013

## Education

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### **Bachelor's degree in Legal Studies**

Berkeley College - Newark, NJ

August 2023 to Present

Will be graduating in June of 2025.

### **Associate's degree in Science**

CUNY Queensborough Community College - Bayside, NY

August 2016 to June 2019

### **High school diploma**

Marta Valle High School - New York, NY

September 2012 to June 2016

Vocal Charm School - New York, NY

September 2012 to June 2016

Barbizon School of Modeling and Acting - New York, NY

December 2015

## Skills

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- Singing
- Hip Hop Dance
- Cheerleading
- Basketball
- Song Writing
- Rugby (Flag)
- Bike Riding
- Mentoring
- Tutoring
- Serving Experience
- Microsoft Office
- Microsoft Word
- Customer Service
- Cash Handling
- Social Networking
- POS
- Pricing
- Leadership
- Barista Experience

- Host/Hostess
- Administrative Experience
- Teaching
- Coffee Experience
- Fundraising
- Cashiering
- Tax Experience
- Payroll
- Merchandising
- Microsoft Powerpoint
- Busser
- POS
- Guest services
- Cash register
- Cash handling
- Serving
- Customer service
- Sales
- Leadership
- Marketing
- Tutoring
- Social media management
- Negotiation
- Budgeting
- Mentoring
- Experience working with students
- Wills, trusts, & estate law
- Cheerleading

## Languages

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- English - Fluent

## Awards

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### **National Honors Society**

2016

Received an overall GPA of 88.00

### **Scholars Award (Berkeley College)**

March 2022

In recognition of outstanding academic achievement.

## Certifications and Licenses

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**CPR April 2016 to April 2018 American Red Cross CPR/AED certified**

**Food Handler Certification**

## Patents

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**Ashai Inc. Notary and Talent, LLC (#0450885009)**

<https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>

November 2022

Certification of Formation