312 Beach 31st

Far Rockaway, NY 11691

(347)-287-5844

jsardleen@gmail.com

Sardleen Anne Jean BaptisteA long, thin rectangle to divide sections of the document

# SKILLS

• Communication skills • Leadership • Customer service • Organizational skills • Childcare • Retail • Leadership • Supervising experience • Classroom management • Curriculum Development Sports

EXPERIENCE

## Assistant At The Child Center of NY /Front Desk Security

### July 2022 - PRESENT,

* Responsible for watching and ensuring the safety of children
* Assisted with front desk security duties

### Volleyball Team Assistant Church of God Christian Academy/

### September2022 - June 2023,

* Managing team material of team equipment
* Assisted with coaching the girls volleyball team

**Retail worker at Jontue Boutique Store**

• Started working there near the precinct since senior year of high school through RDRC, and like it there

• Organize clothes, pack them away, mop vacuum, clean, sell new perfumes and colognes for men, shoes (heels boots, boots men shoes etc), jewelry, lastly, once a year end of summer fashion show

EDUCATION

## Church of God Christian Academy/ Junior High School Diploma

### September 2017 - June 2019, Far Rockaway, Queens

## Frederick Douglass Academy VI

### September 2021 - 2024, Far Rockaway, Queens

**LaGuardia Community College - Cuny**

September 8th 2024 - Present , Long Island City, Queens

AWARDS

* Principal's Honor Roll List November 2022
* Principal's Honor Roll January 2023
* High Honor Roll April 2023
* High Honor Roll November 2022
* Far Rockaway Athletics Girls Varsity Volleyball Sportsmanship May 2023
* Far Rockaway Athletics Varsity Flag Football May 2023
* Perfect Attendance April 2022
* Perfect Attendance May 2022
* Perfect Attendance January 2023
* Character Award June 2022