

# Samantha Sociology

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## EDUCATION

### Bachelor of Arts in Sociology

Florida Atlantic University

GPA: 3.7/4.0

May 2019  
Boca Raton, FL

## CORE COURSEWORK

Contemporary Social US Cities

Globalization and US Cities

Global Social Changes

Sociology and Mental Health

Organizational Sociology

## CERTIFICATIONS

CPR Certified

May 2015

## WORK EXPERIENCE

### Children Program specialist

#### House of Hope

January 2015 - Present

Fort Lauderdale, FL

- Design and carry out structured learning activities for children in the organization
- Assist children in crisis to overcome difficult family situations and interpersonal relationships
- Coordinate schedules and training session for volunteers and employees to support their professional development
- Create new programs proposals to get children actively involved and improve their interpersonal skills

### Receptionist

#### Florida Health Care Group

January 2014 - December 2014

Deerfield Beach, FL

- Managed the front desk which included greeting visitors and responding to telephone and in-person requests
- Assisted in all the clerical aspects of the office and supported extended contractors in the assigned departments
- Scheduled patient appointments and completed registration efficiently
- Monitored email inquiries and requests to make sure they were addressed

## SKILLS

Microsoft (Word, Excel, PowerPoint)

Social media (Facebook, Instagram, Twitter)

## LANGUAGES

Fluent in English and Creole