

# Jamie Walowitz

Great Neck, NY 11020

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I intend to seek a career in a helping profession, either psychology or social work. I have a strong interest in writing of all kinds and I am a capable editor.

Authorized to work in the US for any employer

## WORK EXPERIENCE

### **Social Media Coordinator for Artist Jenna Lash**

New York, NY - April 2016 to Present

I help to promote artist Jenna Lash's events and work via social media and other online platforms.

### **Volunteer**

Center for Transformative Change at the Interfaith Nutrition Network - Hempstead, NY - January 2016 to Present

I help the guests at the Center for Transformative Change to get the services that they need to lead a happier and more productive life.

### **Receptionist**

Reconstructionist Synagogue of the North Shore - Plandome, NY - November 2015 to Present

I answer the phones and doorbell at the synagogue and make sure everything in the office and establishment is running smoothly.

### **Data Entry Specialist**

Via On-demand Transit - New York, NY - January 2016 to August 2016

I entered data into a spreadsheet concerning the different drivers and vehicles for this transportation company.

### **Volunteer**

Poet's House - New York, NY - March 2015 to May 2015

I helped to manage the library's Twitter account.

### **Volunteer**

Leadership Training Institute - Hempstead, NY - June 2014 to August 2014

I answered the phone, ran copies, and performed various other office tasks. I put together a newsletter, a parenting workshop, and an advertisement for recruiting mentors for the Successfully Transitioning

Youth to Adolescence program in the organization.

### **Intern**

Alice Brown Early Learning Center - Garden City, NY - June 2013 to August 2013

I helped the teachers and student workers in the preschool and toddler classrooms to keep the classroom and outdoor activities organized and interacted with the children. I also wrote and put together the program's monthly newsletter for the duration of my internship. I reported to the program's Assistant Director.

### **Summer Camp Office Assistant**

P.S. 188 - Bayside, NY - June 2011 to August 2012

I helped organize the office at this New York City Summer Day Camp in order to help the program run smoothly. I reported to the Director of the camp.

### **Assistant Teacher, Ceramics and Cooking**

Sid Jacobson Jewish Community Center - Roslyn, NY - 2008 to 2009

I helped the students as they worked on various projects throughout the year. I assisted the teachers in distributing and gathering materials so that the classes would run efficiently.

### **Volunteer Work**

Community Service Summer Experience at the Sid Jacobson Jewish Community Center - Roslyn, NY - August 2007 to August 2008

Among the volunteer activities were helping in soup kitchens, doing farm work, and visited senior citizens in nursing homes.

### **Assistant Teacher/Tutor of Hebrew**

Reconstructionist Synagogue of the North Shore - Plandome, NY - 2007 to 2008

I made sure teachers had the tools they would need in order to teach their students. I provided tutoring services for students who needed additional support in their study of Hebrew.

## EDUCATION

### **B.A. in Psychology**

Adelphi University - Garden City, NY  
2011 to 2015

## ADDITIONAL INFORMATION

### SKILLS

- Microsoft Office
- Organizational and office skills
- Solid writing and editing skills