

Angel Reine' Pink

Bronx, NY | Cell: (347) 731-1873 | Home: angelamaripink@gmail.com

EDUCATION

John Jay College of Criminal Justice

New York, NY

Bachelor Degree of Science in Security Management

Expected Date 5/2020

Relevant Coursework: Risk Management, Private Security and Homeland Defense, Private Security and the Law, Law and Evidence, Methods of Security, Security of Computers and Their Data, Security, Risk and Technology.

Minor in Cybercrimes

Relevant Coursework: Cyberlaw and Cyberliberties, Cybercrime Investigations, Cyberpredators, Cyberervice, Cyberfraud and Identity Theft

University of Phoenix

Phoenix, AZ

Associate Degree of Arts in Criminal Justice

2018

SKILLS

- Proficient in Microsoft Office Suite
 - Great Communication Skills
 - Strong Leadership and Interpersonal skills
 - General Office Skills
 - Analytical Problem Solving Abilities
 - Ability to work well under pressure
 - Strategic Planning & Tactical Execution
 - Superb Organizational and Time Management
 - Quick Learner
 - Innovative Managerial Approach
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EXPERIENCE

Management

- Accurately verify information and update information databases as necessary.
- Offer new services based on the needs of site.
- Discuss promotions, products, and services pertaining to better and more satisfactory service for the client.
- Show a clear understanding of departments and their procedures.
- Continually sought to promote the mission and brand by providing excellent customer service at any opportunity.
- Manufacturing community relations and new clients for the organization.
- Maintain client- customer relationships between parent company and contract vendors.

Assistant

- Provided day to day assistance with itinerary activities.
 - Initiated inventory control measures to sustain stock levels, and helped to order new inventories for office.
 - Create and implement code file systems with company and client documents.
 - Educated customers on available product options to meet and exceed customer service experience.
 - Aided clients with finding the desired services and products.
 - Prepared client portfolios.
 - Greet patrons and maintain tidy appearance of location.
 - Instructed and assisted in technological classes.
 - Initiated and engage in client communication via email, telephone, and meetings.
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EMPLOYMENT HISTORY

Legal Hand | **Social Justice Advocate** | Bronx, NY | 2018- Present

Angel Amara Pink Inc. | **Chief Executive Officer** | New York, NY | 2012-Present

Dropbox Inc. | **Front Desk Coordinator** | New York, NY | 2018

National Society of Collegiate Scholars | **Vice President of Community Relations** | Washington, D.C. | 2017

S.U.N.Y. ATTAIN Lab | **Administrative Office Assistant** | Brooklyn, N.Y. | 2013-2014

Dason Hamer Inc. | **Executive Assistant** | Brooklyn, N.Y. | 2013