

# Emily Deleon

6555 Broadway, Apt 4E  
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## SKILLS

Works well with computers, can organize papers and create documents, and pays very close attention to detail.

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## EXPERIENCE

### **Literacy Inc., 5030 Broadway #641, New York, NY 10034** — *Reading Buddies*

October 2014 - December 2014

- Help 2nd Graders how to read books on their reading level.
- Help students understand and answer questions based on what they have read.

### **Manhattan Bible Church, 401 W 205th St., New York, NY 10034** — *Secretary Assistant*

April 2015 - August 2015

- Help create documents, flyers, and organize papers for the church.

### **Inwood Academy For Leadership, 433 W 204th St., New York, NY 10034** — *Volunteer Services*

December 2016 & April 2017

- Help teachers and staff organize Parent-Teacher Conference.
  - Guide Parents to their designated grade.
  - Served as an interpreter/ translator for staff and parents
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## EDUCATION

### **Inwood Academy for Leadership Charter School, 108 Cooper St., New York, NY 10034** — *High School Diploma*

- Sept. 2014 - June 2018, 108 Cooper St. New York, New York 10034

## AWARDS

- 3.0 Club
- National Junior Honor Society
- National Honor Society

**SUNY College at Oneonta, 108 Ravine Pkwy Oneonta, NY 13820** — *Pursuing Bachelor's Degree*

- August 2018 - Present, 108 Ravine Pkwy Oneonta, New York 13820
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**COMMUNITY SERVICE**

- Opportunities for Otsego - A donation event to help raise items to give to those in need. Some of the items included feminine products and toiletries.
- Academic Exploration Day - An event held for admitted students to help them explore SUNY Oneonta campus and their majors.
- Saturday's Bread - A church organization that serves hot meals to the community and also distributes food to those in need.