

Merlin Philip
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Philadelphia, PA 19115
Phone: 267-736-5013 (Calling times 4P.M. - 10 P.M.)
Email: merlinphilip7@gmail.com

Education:

Graduated Central High-school with high school diploma : 2012-2016

Current student at Penn State Abington: 2016-2020

Work Experience:

- Works at: Penn State Library as Student Worker: Front desk, helping students find library books, sorting out and organizing library books and help handling money for overdue books as well as lost books. Shelving books throughout library, attending to the needs and questions of faculty and students. Listens to be able to retain information. Unboxes mail, sorting into piles and delivering to correct faculty. Use of computers to assist faculty or students by looking up library items.

Started in: August 2016 - Currently working

Works at: Dunkin Donuts

Tidies up workplaces. Makes coffee and food for customers at fast pace. Able to multitask efficiently. A team member who helps the rest of the team with tasks. Able to use cash register and provide good customer support.

Started: October 2017 - Currently working

Volunteer Experience:

Jeanes Hospital: 2015-2016

Address: 7600 Central Ave, Philadelphia, PA 19111

(215) 7282000

I volunteered at Jeanes Hospital for roughly a year, doing jobs to help the hospital run faster. I escorted visitors to the rooms of patients, and delivered trays of food to the patient as well. The majority of the time, I worked at the front help desk, answering phone calls, selling Candy items to visitors, and directing them on how to get to places throughout the hospital. Ran errands for nurses. Greeted visitors at their arrival, and answered questions. Very pleasant and engaged with visitors.

St.Thomas Indian Orthodox Church 2012-2016

Address: 1009 Unruh Ave, Philadelphia, PA 19111

Phone: (215) 3421500

At St. Thomas, I organized and constantly cleaned the church when was needed. Helping children out in Sunday School with fun activities. Being an assistant teacher, and helping to manage a class full of children.

Northeast PAWS Adoption Center 2016- current

Address: 1810 Grant Ave, Philadelphia, PA 19115

Phone: (215) 545-9600

Volunteer work consisted of cleaning the cages of cats, feeding cats and also cleaning up the work space. Talking to customers and visitors, retaining information about feeding processes. Greeting customers and helping with inquiries about animals in adoption center.

Special Skills:

Highly skilled at managing time, money, and adapting to different situations. I have experience of organizing, handling money, and answering various customer questions. Excellent oral and written communication and interpersonal skills. Motivated by helping people. Experience with children and animals.