

ANGEL VILLAGOMEZ

Elmhurst, NY 11373 | (347) 264-0302 | angelvillagomez21@gmail.com

EDUCATION

Bachelor of Architecture (B.Arch)
CUNY City College of New York

Expected in May 2026
New York, NY

WORK EXPERIENCE

Bilingual Administrative Assistant
DocGo Careers

May 2023 - Current
Long Island City, NY

- Managed guest intake across seven NYC asylum shelters, utilizing Salesforce to process immigration papers and achieving a 25% increase in efficiency and accuracy through workflow enhancements
- Efficiently organized travel and relocation logistics for clients and patients, leading to a 30% increase in scheduling efficiency and client satisfaction
- Addressed guest concerns, facilitated orientations on site policies, and provided essential information on residency applications and NY state ID, culminating in a 20% enhancement in guest satisfaction

Sales Associate
Uniqlo

Aug 2022 - May 2023
Brooklyn, NY

- Maintained a clean and organized sales floor, regularly restocking merchandise and arranging displays to highlight key items and promotions
- Consistently met and exceeded daily, weekly, and monthly sales targets by 10-15%, resulting in recognition as a top-performing sales associate
- Successfully upsold and cross-sold products to customers, resulting in an increase in average transaction value and overall store revenue

Crew Member
Burger King

Jun 2021 - Aug 2022
Astoria, NY

- Demonstrated versatility by effectively fulfilling responsibilities across multiple areas, including front counter, drive-thru, kitchen, and other operational areas
- Prepared high-quality food items according to standardized recipes and procedures, ensuring customer satisfaction and a food quality rating of 95%
- Collaborated with management and coworkers to improve operations and customer service, resulting in a 20% increase in overall customer satisfaction ratings

Intern, ISP Prep
Grant Associates

May 2021 - Jun 2021
New York, NY

- Actively participated in 20 hours of workshopping to better understand multiple industry fields, the journey, and the next steps after high school
- Researched and reviewed information in support of daily objectives

SKILLS

- Customer service
- Time Management
- Conflict Management
- Teamwork
- Fluent in Spanish
- Adaptability and Flexibility
- Cash Handling
- Stocking and Replenishing

TECHNICAL SKILLS

- Computer Software: Proficient Knowledge in Microsoft Word, Excel, PowerPoint, Google Sheets, Google Docs, and Outlook
- Design Software: Proficient Knowledge in Rhinoceros 3D, Adobe Illustrator, Adobe InDesign, and Adobe Photoshop

John Jacobs

Hiring Manager

cityjobs.nyc.gov

Department of Transportation

55 Water St, New York, NY

Dear Hiring Manager,

I am writing to express my interest in the Summer College Intern position within the East River & Movable Department at the Department of Transportation, as advertised. With a strong academic background in architecture, hands-on project experience, and a keen interest in infrastructure and transportation systems, I am excited about the opportunity to contribute to the East River Bridge unit in the Bureau of Capital Design and Construction.

I am currently a Junior at The Bernard and Anne Spitzer School of Architecture, majoring in Architecture and sustainability. My coursework has provided me with a solid foundation in architectural principles, including structural design, urban planning, and project management. Additionally, I have gained practical experience through various projects and internships, where I have developed skills in site inspection, technical report writing, and project coordination.

During my recent internship at NYC DOB, I had the opportunity to assist in managing construction projects, conducting site visits, and preparing technical documentation. This experience has honed my ability to work effectively in a dynamic field environment and enhanced my understanding of construction processes and safety protocols. I am confident that my background and skill set align well with the responsibilities of the Summer Intern position at the Department of Transportation.

I am particularly drawn to this opportunity because of my strong interest in bridge engineering and urban infrastructure. The chance to observe contract work on the East River Bridges, fill out MURK forms, and contribute to field reports is an invaluable experience that aligns perfectly with my career aspirations. I am eager to apply my knowledge and skills to support the Engineer-In-Charge and contribute to the successful execution of ongoing projects.

I am enthusiastic about the prospect of joining your team and contributing to the vital work of the Department of Transportation. My technical skills, passion, and dedication to excellence make me a strong candidate for this internship.

Thank you for considering my application. I look forward to discussing how my background and aspirations align with the goals of the East River & Movable Department. Please find my resume attached for your review.

Sincerely,

ANGEL VILLAGOMEZ

88- 35 Elmhurst Ave, Apt 5P

Elmhurst, Queens, New York

Angelvillagomez21@gmail.com

P:347-264-0302