

Ojaira Suero

P:(347) 717- 9050 / E: Ojacris@gmail.com / A: 1775 Walton Ave Apt 4B Bronx, New York 10453

EXPERIENCE

Employee, Office Assistant, Housing office at SUNY Maritime College
2019-

September- April 2017 & 2019, September

March 2020, September-November 2021

- Office work
- Archive paper documents electronically or physically, contributing to office organization.
- Maintained confidentiality and developed relationships through interdepartmental document delivery.
- Conducted inventory on dorm room furniture.

Employee, Guest Experience Specialist (Sales Associate), at Petco

July 2020 - August 2020

- Perform cashiering duties
- Ensures the health and well-being of live animals
- Assisted guests on the sales floor

Employee, Residential Advisor, SUNY Maritime College

August 2017, June & December 2018, December 2019

- Assisted the Professional Staff (Resident Directors), and made organizational decisions.
- Residential management.
- Upheld university policy and consistently followed up with residents.
- Conducted on call duty rotation, monitoring the building by addressing and reporting incidents.

Professional Experience, Waste Management, Summer Sea Term 3, SUNY Maritime College

May 2019 – August 2019

- Delegated food disposal through overboard dumping and grinding on board the Empire State VI while following MARPOL regulations.
- Incineration of paper waste on board the Empire State VI while following MARPOL regulations.
- Communicated effectively within a group to help ensure that jobs were executed safely & within MARPOL regulations.

Internship, Nature Conservancy's LEAF Ambassador

September 2015- June 2016

- Planned and executed the revampment of an empty lot into a community garden in New Lots ave, Brooklyn.
- Group collaboration

Internship, Nature Conservancy's LEAF Internship

July 2015

- Canoeing and the removal of the invasive species water chestnut in lake Champlain as well as neighboring bodies of water.
- Trail work management & maintenance such are the building footbridges.
- Cutting down the invasive species Honeysuckle in nature's reserves.
- Data collection of the population of the endangered New England Tricolored Bat.

EDUCATION

State University of New York, Maritime College / Bronx, NY

Graduated January 2021

Bachelor of Science in Marine Environmental Science w/ a minor in Marine Biology & a USCG 3rd Mate Unlimited Tonnage, Oceans License

Clubs & Organizations

President, Cultural Club, SUNY Maritime College

September 2019 – April 2020

- Oversee and coordinate campus events: Black History Month Dinner, Fashion Show
- Fundraising and planning the club annual retreat
- Conducting weekly meetings

Student Manager, SUNY Maritime Women's Soccer Team

Fall 2017

- Assisted the team with travel needs such as food ordering, gear inventory, and uniforms.
- Meet with the coach to discuss team dynamic and possible team bonding exercises.

Skills

- **Bilingual in English & Spanish.**

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- Skilled in using Microsoft office, ArcGIS.