

Resume

GOV. MSG. NO. 571

Robin Coverlissa



SUMMARY

I am a dedicated person who wants to use my skills to support the goals of organization.

ATTRIBUTES

Communication
Punctual

Team Player
Computers

Patient
Positive Attitude

SKILLS

Computers
Trainer

Budgeting
Organized

Answer Phones
Public Speaking

WORK/VOLUNTEER EXPERIENCE

September, 2014 – Present

Foodbank

Waianae, HI

Outreach Worker

- Greet people
- Assist people in signing in
- Passed out food
- Answer questions

April, 2000 – December 2001

Paradise Chapel

Waianae, HI

Sunday School Aide

- Assist students in games and activities
- Organization materials for games and activities
- Provide one-to-one assistance to students

September, 1998 – November 2005

Paradise Chapel

Waianae, HI

Missionettes – Leadership Group

- Assist in leadership training
- Completed and organized paperwork
- Provided one-to-one support to other members in the group

Resume

August, 2009 – Present

Easter Seals Ewa

Ewa, HI

ADH Participant and Volunteer

- Daily coordinating and communication of participant pickup by Handi-Van transportation services
- Staff Aide (Floater) – supervise and assist with participant home groups daily
- Weekly cleaning and organizing of nearby local church
- Weekly Meals-On-Wheels delivery to nearby elderly community
- Daily meal preparation for ADH participant lunches

2014 – Present

Hawaii Self-Advocacy Advisory Council (SAAC)

Honolulu, HI

Member

- Participate in leadership training, activities and events
- Assist in advocacy outreach
- Provided mentorship on social change issues such as Stop Bullying campaign and other activities.

EDUCATION

[REDACTED] Nanakuli High School

HS Diploma

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]