Aamori Brown
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OBJECTIVE:
To obtain an entry-level position where I can apply my business education, strong organizational skills, and customer service experience while gaining additional professional growth and development.

EDUCATION:
Monroe University, New Rochelle, NY
Bachelor of Business Management, Expected June 2028
Associate's Degree

EXPERIENCE:
Summer Youth Program, Mt. Vernon, NY (June 2025 – August 2025, June 2026- August 2026)
Office Assistant
Organized and maintained office files to ensure accurate recordkeeping
• Prepared documents and assisted staff with daily administrative tasks
• Supported scheduling and coordinated internal communications
• Collaborated with the ROSES group to plan engaging activities and community events

Summer Youth Program, Mt. Vernon, NY (June 2025 – August 2025)
Daycare Assistant
• Supervised children and maintained a safe and structured environment
• Assisted with activity planning and daily program coordination
• Encouraged teamwork and positive social interaction among participants
• Supported staff with classroom organization and materials preparation

Playland, Rye, NY (June 2024 – August 2024)
Park Services
• Assisted guests with parking directions and park information
• Maintained cleanliness and sanitation standards throughout the park
• Supported park operations through routine maintenance tasks
• Provided excellent customer service to ensure a positive visitor experience

City Hall – Property Assessments Office, Mt. Vernon, NY (June 2023 – August 2023)
Assistant
• Organized and updated property records for accuracy and compliance
• Entered data into digital systems with attention to detail
• Scanned and filed official documents for recordkeeping
• Assisted staff with general administrative support tasks

CERTIFICATIONS:
• ServSafe Food Certification
• Mandated Reporter Certification

COMPUTER SKILLS:
• Proficient in Microsoft Word, Excel, and PowerPoint
• Spreadsheet data management
• Digital recordkeeping systems
• Document scanning systems
• Basic data sorting and reporting