Lyrik Green

Green.Lyrik@gmail.com

**Permanent Address College Address**

170 Painter St. 1570 E. Colorado Blvd.

 Pasadena, CA 91103 Pasadena, CA 91106

**OBJECTIVE:** To obtain a position in law which my skills will be utilized, expanded, and mastered.

**EDUCATION:** Blair High School

College Preparatory Curriculum with International Baccalaureate (IB) Courses

 Health Careers Academy (HCA)

 High School Diploma, May 2014

 Skills Enrichment Program, Polytechnic School

Enrolled in academic courses during the summer for five weeks each session

 Receive elective credit in respective high school

**SKILLS:** Computer Skills: Microsoft Word, Excel, PowerPoint, Appointment Scheduling, CPR Certified, Certified in Medical Terminology, Experience coordinating events, Experience with customer service

**EXPERIENCE:** Day One Pasadena, CA

**Executive Assistant**

* Secretary Work including: Filing and Answering Phone
* MS Office, Excel& PowerPoint
* Internet
* Appointment Scheduling
* Event Coordinating
* Data Entry

City Hall Pasadena, CA

**Special Events Assistant**

* Filing and Answering Phone
* Data Entry
* MS Office&Excel
* Runner Between Offices

Peace Over Violence Pasadena, CA

**Assistant**

* Filing and Organizing
* Answering Phones
* Assisting Clients
* Data entry
* MS Office&Excel

Huntington Memorial Hospital Pasadena, CA

* Assisting 5- 10 patients a day
* Data entry for patients’ files
* Vital Signs

HIV Pasadena, CA

* Attended workshops held on campus
* Participated in classroom discussion
* Attended conferences
* Engaged in public interaction

**HONORS&ACTIVITIES:** Academic Deans List 2010-2011

 Medical Terminology Certification

HIV Certification

 TRIO Talent Search 2012- May 2014

Attend academic boot camps and visit various schools at PCC. Participate in workshops held on campus throughout the year

 Early Academic Outreach Program (EAOP) UCLA2010-2012

Attend residential academic boot camps at UCLA and participate in workshops held on campus throughout the year

College Access Plan (CAP) 2013- May 2014

 Participated in workshops held on campus throughout the year

Mentors with a Purpose Teen Futures 2012-2013

Mentoring young girls on how to become young women and everyday survival tools

 Black Student Union (BSU), President September 2013-May 2014

Responsibilities include; Organizing Events, Attending of Executive Board Meetings, Conducting Meetings

Blair High School, Basketball September 2010- May 2014

 Varsity Team

 Team Captain Senior Year

 Blair High School, Track&Field March 2010- May 2014

 Varsity Team