

Destiney Moore
2700 Osceola St. Apt. # 9
Denver, Co. 80212
(720)364-2996 (C)

Destiney.Lmoore@yahoo.com

Objective:

To obtain an Office/Clerical position in which my knowledge, customer service, personal, clerical and general office skills will contribute to greater office efficiency and productivity

Work Experience:

Alumni-Mentor **Mile High Youth Corps** 05/11-Current

- Participate in overall program development with Corps staff and perform other relevant duties as required.
- Implement and facilitate a recognition program amongst Corpmembers to support positive group morale and a culture of growth.
- Assist in the facilitation and implementation of the leadership development and civic engagement curriculums
- Commit to helping young adults succeed in an innovative training program, to reorient their lives, nurture their leadership skills, and enable them to make a difference in their community.
- Performed clerical, data-entry and curriculum preparation

YouthBuild Corpmember **Mile High Youth Corps** 09/10-05/11

- Performed basic construction including laboring, construction clean-up, loading and unloading of materials
- Established different techniques in framing such as backing and placing studs
- Assisted sub-contractors and contractors with a variety of construction related projects
- Operated a variety of hand and power tools
- Assisted with the construction and development of a low-income housing complex on a Denver Housing Authority job site

Volunteer Experience:

- | | | |
|--------------------|--------------------------|-------|
| ➤ Graffiti Removal | City/County of Denver | 09/10 |
| ➤ Food Packaging | Food Bank of The Rockies | 02/11 |
| ➤ Clerical | Denver Human Services | 01/11 |

Job Related Skills/Strengths:

- Teamwork
- Interpersonal Skills
- Basic Computer Skills
- Punctuality/Attendance
- Communication
- Work Ethic
- Leadership Skills

Certifications:

- | | |
|--|-------|
| ➤ OSHA-10 Safety | 09/10 |
| ➤ First-Aid & CPR | 09/10 |
| ➤ Pre-Apprenticeship Construction Training | 05/11 |

Education:

- | | | |
|-------|----------------|-------|
| ➤ GED | Emily Griffith | 05/11 |
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References for **Destiney Moore**
2700 Osceola St. Apt. #9 Denver, Co, 80212
(720) 364-2996

Destiney.Lmoore@yahoo.com

Professional Contacts

Jason Vaughn

Career Developer

Mile High Youth Corps

1801 Federal Blvd

Denver, CO 80204

Ph. 303 433 1206

Jasonv@mhyc.net

How long known: 2 years

Capacity: Supervisor

Relationship: Professional

Michelle Martinez

Case Manager

Mile High Youth Corps

1801 Federal Blvd

Denver, CO 80204

Ph. 303 433 1206

Michellem@mhyc.net

How long known: 2 years

Capacity: Supervisor

Relationship: Professional

Personal Contacts

Nicole McFarland

5090 Adams St.

Denver, CO. 80216

720-628-8121

How long known: 19 years

Capacity: Personal

Relationship: Friend