**Email:** claudiafofie@yahoo.co.uk **Phone:** 301-366-9233

Claudia Fofie

8823 Mourning Dove Ct.

Gaithersburg, MD 20879

**Objective**

* To be able to obtain a career in rehabilitation services or a client/customer based field where I can assist all persons including individuals with disabilities and dedicate my all to serve everyone in need of my help.

**Education**

* University of Maryland Eastern Shore; Princess Anne, MD
* Bachelor’s Degree in Rehabilitation Services
* GPA 3.0/4.0

***Relevant Course Work***

* Rehabilitation: Introduction to Rehabilitation, Case Management, Counseling Skills, Special Education, Fieldwork, Counseling Addicts & Substance Abusers, Vocational Training, TBI, Medical Aspects of Rehab
* Science: Chemistry I, Chemistry Lab II, Biology II, Biology Lab I& II
* Communications: Basic Composition I & II, Fundamentals of Contemporary Speech, Technical Writing
* Mathematics: Intermediate Algebra, College Algebra
* Sociology: Introduction to Sociology, Social Problems
* Psychology: Introduction to Psychology, Abnormal Psychology
* Business and Technology: Business Administration
* Languages: Spanish/French

**Employment**

* Forever 21 April 2007-March 2008 Gaithersburg, MD
* Wet Seal July 2009-Jan 2012 Gaithersburg, MD
* Well Watered Wells Leadership Academy June-August 2012 Princess Anne, MD

**Volunteers/Internships**

* Assisted in helping the Aged at a nursing home
* Tutored International Students at an elementary school for two months.
* Worked as an assistant teacher at a Daycare center

**Skills**

* Personal: Patient, Understanding, Outspoken, Respectful, Attentive, Leadership and Organized.
* Computer:Microsoft Office/Works expert and Microsoft Power Point.
* Work: Five year Retail Experience in Sales and Customer Service.
* Language :English, Twi,French\*, Korean\*, Spanish\*
* Multicultural/Multilingual

*\* Currently Learning*

* Other Skills

*\*Documentation/Typing*

*\*Great Communicator*

*\*Sales*

*\*Collaborate well with coworkers*

*\*Customer Service*

**Scholarships**

* Maryland Senatorial Scholarship (2008-2012)

**Awards**

* African American Student of the Year
* Student of the month
* Honors Award
* Poetry Award

**References**

* Available upon request