

Dylan Vandenburg

(518)-847-6382 * dylvandenburg@gmail.com

Summary

- Proficient in a high intensity environment; can work under pressure of tasks calm minded
- Strong sense of teamwork and interpersonal skills; communicates professionally and effectively with management, colleagues, and clients
- An efficient and organized individual with good usage of time management

Education

Niagara University - Niagara University, NY
Bachelor of Psychology, May 2028

Mohonasen High School - Rotterdam, NY
June 2024

Related Experience

8/2024 - Present **Work Study Program** - Niagara University, NY

Office Organizer

- File through paperwork on previous student records
- Assisted the director in the transferring of files between offices
- Alphabeticalized cabinets for later transfer of 2024-2025 files

Other Experience

4/2022-8/2024 **Bellevue Diner** - Schenectady, NY

Host

- Courteously escorting customers to their table and offering them drinks
- Setting and clearing tables at a dining establishment to provide a clean and tidy environment for restaurant patrons
- Answering phone calls and customer service style inquiries

4/2024-8/2024 **Progressive Landscaping** - Schenectady, NY

- Performed landscape maintenance tasks such as mowing, edging, bed grooming, pruning, fertilizing, blowing, weed control, and repair of irrigation.

3/2017-7/2020 **Mabel Cheng MD PLLC** - Latham, NY

- Basic Knowledge in filing and shredding paperwork

Activities

Member - Niagara University Club Management Association of America