

# Jorge L. Rivera Jr.

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## Professional Summary

I am enthusiastic and eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in the film industry.

## Skills

- Organization
- Final Cut Pro
- Creativity
- Communication
- Adobe Premier
- Teamworker

## Experience

*Lead Counselor*

*Dec 2017 – Current*

*City Of Elizabeth Nj - City Hall Office of Youth Services*

*Elizabeth , NJ*

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
- Developed team communications and information for group meetings.
- Led event team in delivery of Program projects, resulting in the number of events and attendees to rise
- Instructed participants on activities' goals, procedures and safety considerations to promote beneficial outcomes for all campers.
- Implemented recreational activities such as homemade games and program wide tournaments to promote campers' physical health and encourage teamwork skills development.
- Delivered first aid for accidents and injuries in compliance with established procedures to promote campers' well-being and health.
- Communicated with parents about campers' activities and reported concerns and suggestions to the coordinator
- Developed age-appropriate arts and crafts activities such as Dream Catchers and DIY Board Games to encourage campers' artistic skills development and creative expression.
- Kept accurate records on participants' activity attendance, disciplinary actions and medication usage to improve camper documentation.
- Supervised pre-planned field trips and followed established safety guidelines to minimize campers' accident and injury risks.
- Planned weekly activities schedule for assigned group and facilitated smooth transitions for on-time arrival.
- Kept track of allergies and dietary restrictions, verifying correct meals and snacks were given to campers.
- Performed clerical duties, including registering participants and answering specific event inquiries.

*Day Camp Counselor*

*Jul 2016 – Sep 2017*

*City Of Elizabeth- Office of Recreation*

*Elizabeth, LA*

- Instructed participants on activities' goals, procedures and safety considerations to promote beneficial

outcomes for all campers.

- Supported children by actively listening and offering encouragement.
- Planned and lead diverse activities to entertain children and promote core values.
- Monitored behavior of each child and reported incidents or suspicion of abuse to superiors.
- Kept all camper and work areas neat, clean and organized.
- Kept athletic and games equipment and facilities organized and maintained.

## **Education**

*Bachelor of Arts: Communication- Media and Film*  
*Kean University*

*May 2022*  
*Union, NJ*

- GPA 3.5.
- Awarded Hispanic Law Enforcement Scholarship.
- Awarded Elizabeth Promise Award for Community Service.
- Awarded Puerto Rican Alliance Scholarship
- Member, Kean Gospel Choir.
- Volunteer, YMCA PlayStreet.
- Member of the National Society of Leadership and Success