

LEAH COEN-TARBOX

Newton Highlands, United States 02461
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PROFESSIONAL SUMMARY

Empathetic recent college graduate with plans to earn an MSW. Several years of people-oriented work and volunteer experience. Collaborative, thoughtful, and detail oriented. Proven ability to patiently handle challenging situations in both retail and educational settings.

SKILLS

- Community engagement
- Leadership
- Connecting individuals with resources
- Organization and time management
- Self-motivation
- Flexibility
- Relationship-building
- Teamwork

WORK HISTORY

05/2022 to Current

Stylist/Manager

Free People – Chestnut Hill, MA

- Opens and closes store, supervises shifts, and trains new hires.
- Assists with a wide variety of store responsibilities: customer service, hanging and tagging, styling customers, and packing shipment.

08/2023 to 03/2024

Front Office Assistant

Riverside Community Care – Newton, MA

- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.
- Maintained a professional and welcoming environment for clients, contributing to an overall positive experience.
- Responded to inquiries from callers seeking information.
- Directed phone inquiries, answered customer questions, and scheduled appointments.

08/2021 to 12/2022

Peer Support Worker

Clark University – Worcester, MA

- Provided after hours peer support for walk in students experiencing non-crisis challenges.

05/2022 to 08/2022 **Intern**

Grad Bag – West Newton, MA

- Assisted with sorting and cleaning donated college dorm supplies for a nonprofit that distributes them to local first generation and low-income college students.

03/2021 to 12/2021 **Engagement Intern**

Clark University Hillel – Worcester, MA

- Built connections with uninvolved Jewish students through scheduled one-on-one interactions
- Managed a relationship budget for coffee interactions and relevant programs/initiatives throughout the semester
- Shared relevant content and built relationships on social media platforms
- Tracked, managed, and updated information about student relationships in tracking system on a weekly basis

06/2021 to 08/2021 **Intern**

Jewber – Newton Center, MA

- Managed social media, weekly website updates, and order forms for a nonprofit that distributes meals to low income and housebound seniors in the area
- Assisted with assembly of weekly Shabbat meals

06/2021 to 08/2021 **Intern**

Cradles To Crayons – Newton , MA

- Assisted with sorting donations and creating outfit packs for a nonprofit that distributes clothing to local children in need

01/2020 to 03/2020 **Sales Associate/Social Media Assistant**

Clark University Community Thrift Store – Worcester, MA

- Assisted with a range of store tasks: sorting backroom, selling, customer service, social media posts and photos

01/2016 to 03/2020 **Senior Sales Associate/Social Media Assistant**

Platos Closet – Waltham, MA

- Assisted with a wide variety of store responsibilities: buying and selling clothing, social media photos and posts, customer service, hanging and tagging, and training new employees

01/2019 to 06/2019 **Party Host**

Jammin' With You – Wellesly , MA

- Helped coordinate music-based birthday parties for kids
- Point person for families, opened and closed venue, facilitated food and snacks, and set up and break down

EDUCATION

05/2023	Bachelor of Arts: Community Youth And Education Studies Clark University - Worcester, MA
06/2019	High School Diploma Chapel Hill- Chauncy Hall - Waltham, MA