

Dvash Fomby

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Employment History

Office/Administrative Assistant (SYEP) - Fort Hamilton High School | Brooklyn, NY

July 2025 - August 2025

- Created informational flyers and posters to communicate key school updates
- Organized & filed paperwork, made copies, and documented student attendance
- Handled phone communication with parents, guardians, and students

Office/Administrative Assistant (SYEP) - CFLSP P.S. 1 The Bergen | Brooklyn, NY

July 2024 - August 2024

- Organized & filed paperwork, made copies, and edited spreadsheets
- Handled phone communication with parents, guardians, and students
- Imported students' attendance into a computer-based software

After-School Program Intern - LEAP After-school M.S. 88 | Brooklyn, NY

September 2023 - June 2024

- Assisted in the supervision of LEAP after-school students
- Created graphic designs/flyers for after-school programs

Education

Associate in Science - Multimedia Programming & Design (August 2024 - Present)

CUNY Borough of Manhattan Community College | Manhattan, NY

- Relevant Coursework: Web Design, Graphic Design, UX Design, Animation, Multimedia Production

High School Diploma - June 2024

Millennium Brooklyn High School | Brooklyn, NY

Skills

- Design & Creative Tools: Illustrator, Photoshop, Premiere Pro, Animate, InDesign, Canva, Figma, Procreate
- Web Development Coding Languages: HTML & CSS (Visual Studio Code)
- Office Tools: Google Workspace, standard office equipment

Awards

Borough of Manhattan CC Dean's List: Fall 2024, Spring 2025, & Fall 2025