



Asika .M

Thiruvapur, India

9442154809 mknasika006@gmail.com

Skills

Excellent Customer Service Skills

Advanced Communication Skills

Office Technology Skills

Motivated Attitude

Social Media Platforms

Languages

French

Dutch

Malayalam

Profile

Hardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept, offering experience with many different social media platforms, office technology programs, and advanced computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new programs.

Employment History

Sales Associate, Big Apple Bookstore, New York

September 2015 — June 2018

- Greeted customers and assisted them with finding books.
- Offered literary suggestions based on the needs and desires of the customer.
- Followed directions from my Supervisor and managed projects with precision.
- Organized books and adhered to the policies and mission of the bookstore.

Education

Rabiammal ahamed maiden college for women , G.R.M girls higher secondary school, Thiruvapur , Thiruvapur

August 2016 — Present

- Working towards a Communications Degree.

High School Diploma, Regis High School, New York

September 2012 — May 2016

- Graduated with High Honors

References

Dr. Lynn Fogel from Regis High School
212-334-4775 fogel.l@regishs.edu

Ken Bergman from New York University
212-055-9772 ken.bergman@nyu.edu

Leah Anderson from New York University
212-833-4521 leah.anderson@nyu.edu

Courses

Advanced Communication Practices, New York University

August 2015 – May 2016

Internships

Editorial Internship, NBC News, New York

January 2016 – December 2017

- Assisted Senior Editors with a variety of clerical and administrative tasks.
- Utilized my passion for journalism to offer interesting story ideas.
- Ran spellchecks and edited stories.