

Hanad Isse
651-703-0869
Hanadisse1@gmail.com

Qualifications:

- Strong skills in pulling together a team and working on group projects
- Strong Verbal and Written Communication skills (Phone and In Person)
- Bilingual in English and Somali Languages
- Well connected on college campus and in community
- Dependable, punctual and maintain confidentiality

skills

1. Extremely organized, detailed, accurate business professional adapt in prioritizing work with ability to manage multiple secretarial project simultaneously
2. Motivated and constant and organization capabilities felicitating streamlined office operations
3. Proven competencies in as an administrator with the skill to foster work environment
4. Communication skills
5. Customer support
6. Health coaching
7. Time Management
8. Crisis Intervention
9. MS office

Language

1. English - first language
2. Somali - fluent

Education:

Associate of Arts Degree

Fall 2019- Now

Inver Hills Community College

High school diploma

Stillwater Area High School - Stillwater, MN September 2015 to June 2019

Employment Experience:

Axis Care INC

1. helping homeless people find homes to live.
2. helping mentally ill clients look for homes
3. help clients with certain needs they have in their new homes

The Cosmopolitan - Minneapolis

1. personal care to clients with needs
2. help take meds on time
3. help clean there home spaces

Xperience Fitness

1. help clients try new therapy machines
2. help clients with certain pains and cramps they have
3. help bring comfort and luxurious feelings after a therapy session

Mens Warehouse

1. help customer with there needs of professional clothing
2. help customer find the best suits and clothing for our customers
3. help bring comfort to their new clothing
4. help ordering their wishes on rentals