

Jane Doe

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PROFESSIONAL SUMMARY

Hardworking student seeking part-time work experience and extensive knowledge of core subject matter. Meticulous and detail-oriented with excellent observational, organizational and communication skills.

EDUCATION

University of California, Berkeley - Berkeley, California
Molecular Environmental Biology

University of California, San Diego - La Jolla, California
Human Developmental Science, Expected in 06/2025

SKILLS

Customer Service
Leadership
Multi-lingual
Efficiency

Plan Developer
Basic Html and CSS knowledge
Basic Javascript knowledge

EXPERIENCE

INTERNSHIP STUDENT | 06/2023 to 08/2023

Naadi Healthcare - Manteca, CA

- Shadowed RNS and physicians
- Can overview the basics of patient care
- Community interactions
- Saw the development of treatment plans
- Expanded knowledge on vascular diseases

STOCKING AND MAINTENANCE | 05/2021 to 08/2021

89 Cent Plus Store - Atwater, California

- Streamlined checkout process for increased efficiency and reduced waiting times.
- Collaborated with team members to achieve sales targets and maintain a clean, well-stocked store environment.
- Resolved customer complaints professionally, leading to improved customer relations and loyalty.
- Exceeded productivity goals through consistent attention to detail and organization during busy shifts.
- Managed inventory levels effectively, reducing stock shortages and minimizing wastage.

SOCIAL MEDIA MANAGER | 01/2021 to 04/2021

Value Health Express - Manteca, CA

- Increased brand awareness by developing and implementing effective social media

strategies.

- Boosted engagement rates with the creation of compelling and visually appealing content.
- Researched the latest market trends and analyzed data to develop public relations strategies and tactics.
- Analyzed performance metrics to identify areas for improvement and optimize social media campaigns.

PROJECTS

Wedding Table Planner

- Using Javascript, CSS styling, and the basics of HTML, I created a user-friendly web application to simplify wedding seating arrangements.

CERTIFICATIONS

BLS Certified

LANGUAGES

Punjabi

Native or Bilingual

Hindi

Professional Working

English

Native or Bilingual

Urdu

Limited Working