

## Keira James

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**Education:** High School for Math, Science, and Engineering at CCNY June 2020  
Brooklyn College, City University of New York Expected May 2025  
**Skills:** Microsoft Excel, Microsoft Word, Microsoft Outlook, Microsoft PowerPoint, Python, Java

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**Internship | ACE Mentorship** November 2019 - January 2020

- Designed the layout for infrastructures like commercial buildings and traffic lights alongside professional engineers and architects.
- Worked alongside a group of peers to problem-solve and design portions of the projects that were going to be constructed.
- Presented project at the end of the program to a group of 10-12 peers and mentors that showcased our findings.

**Camp Counselor | Summer Youth Employment Program** July 2021 - August 2021

- Worked to monitor and guide children ages 6-8 from the hours 8 am - 5 pm.
- Communicate with and update parents on the daily actions of their children during end-of-day dismissal.
- Conduct daily maintenance of the classroom environment via setup, cleanup, and organization of materials.
- Organize and participate in recreational activities, such as games and crafts.
- Supervised classes of 15-20 students during arrival and dismissal, mealtimes, on the playground, and field trips.

**Shift Leader | Kotti Berliner Doner Kebab** August 2021 - May 2023

- In charge of multiple kitchen and food operations and helped lead shifts with teams of 4-5 people, daily.
- Introduced new ideas and concepts to maintain 100% customer satisfaction that led to a 20% increase in sales by sampling popular menu items.
- Oversaw more than \$2,000 cash and credit transactions using POS systems Square and Toast without any discrepancies or shortages.
- Conducted and managed daily inventory schedules, stock management, and ensured that all food safety regulations were followed for every shift.
- Provided excellent customer service daily with and contributed to an influx of 100 - 200 customers daily, during 8-hour shift periods.
- Won the yearly "Valued Employee" award for maintaining a 36-week on-time streak, contributing to the most sales during rush hour, and best overall leadership skills during a shift.

**Team Member | Maki Maki Sushi NYC** May 2023 - December 2023

- Helped redesign menu items and prices to reflect the summer and winter seasonal specials.
- Took and accurately processed customer orders, ensuring all special requests were communicated to the sushi chef.
- Handled cash and card transactions using the Revel POS system, providing accurate change and receipts.
- Maintained a clean and organized front-of-house area, including restocking supplies and sanitizing tables.
- Packaged and delivered meals to customers in the surrounding area quickly and efficiently.

**Teaching Assistant | Brooklyn College** January 2024 - Present

- Provided one-on-one tutoring sessions through Zoom for students who seek help after class hours for Python.
- Answer student emails about questions they have on coding homework, classwork, or projects.
- Monitored student progress and adjusted tutoring strategies as needed to address areas of difficulty.
- Established a class Discord as a means for students to connect with their peers.