

Aja Odumbo

Email: aja.odumbo@gmail.com Phone #: (925) 354-9977 LinkedIn: @Aja29892277

SKILLS

Interpersonal skills

Team Player

Microsoft Office

HTML

CSS

JavaScript

React

Node.js

Ajax

WORK EXPERIENCE

Clerk

Kaiser Permanente

October 2008- May 2021 Oakland, CA

presentations for use by management.

Prepared and distributed highly sensitive corporate presentations.

Provided administrative and clerical support including correspondence, typing, and filing on multiple projects.

Meeting planning and follow-up including preparation of agendas and meeting reports.

Managed multiple and often maintained conflicting assignments/priorities, in a fast-paced and demanding environment.

Created and modified reports to upper-level management.

EDUCATION

Associates

Honors: *Magna Cum Laude*

Psychology (Online)

Ashworth College

Date: June 2021- January 2022

GPA: 3.83

Aja Odumbo

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Certificate of Completion

Web Development (Online)

Cal State East Bay

Date: February 2022-August 2022

AWARDS

Kaiser Permanente

"Above and Beyond" award for exceeding management standards.