

# Suren Maheswaran

## Office Assistant

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### Suren Maheswaran

3 Hartford Circle  
Andover MA 01810

603-327-4685  
Suren.Maheswaran@yahoo.com

### Skills

I am fluent in English and Tamil and also have some knowledge with French and Latin. I am very comfortable with computers, printing, and organizing.

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### Experience

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#### Target / Cart Assistant

November 21 2018- January 01 2019, 203 S Broadway, Salem, NH 03079

At target my job was to maintain carts with in the store, check inventory and stock shelves with supplies, labeling boxes, refilling paper bags, organizing orders and packing large objects into vehicles.

#### Camp Wanocksett / CIT ( Counselor in Training)

June 2016 - August 2016, 642 Upper Jaffrey Rd, Dublin, NH 03444

I was a CIT at this camp so every day I would go and assist a different counselor in a different department, I also helped in the kitchen, nurses office, with paperwork and setting up campsites.

### Education

I am a Junior at Andover High School, I have a 4.2 weighted GPA and a 3.7 unweighted GPA. I have taken all honors and AP classes and to challenge myself.

### Awards/Extracurriculars

I am an Eagle Scout, along with that I am an honors student and winner of multiple underclassmen awards.

I am the president of the Bio Builders Club, I am a part of the global engagement program and have been a part of the red cross club. Along with that, I volunteered at Cor Unum, Lawrence General Hospital, and Andover Medical Center.