

# Van Celdran

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*Energetic, ready-to-learn individual seeking a position in the workforce to provide service to the community.*

## **Work Experience:**

- **Gen Korean BBQ, Henderson -- Dishwasher** (July 2021 - October 2021)

Job duties: Maintained a clean kitchen, set up dish stations-- dish machines and sink; Maintained clean/dry floor throughout the shift. Properly washed, stacked, organized glassware, chinaware.

- **VRC Massage & Wellness, Skokie, IL -- Receptionist** (July 2019-June 2021)

Job duties: Answered incoming phone calls, provided accurate information to the callers, managed the schedule of therapists and clients; Greeted customers as they came in the spa and made them feel comfortable.

- **Niles North High School, Skokie, IL -- Tutor** (2018-2019)

Job duties: Taught Math and English to elementary school students.

## **Extracurricular Activities:**

- **Niles North High School, Skokie, IL -- Recycling Club President**

Duties: Organized meetings with club members, made plans on environmental activities-- (community clean up, picking up trash in the park).

- **Soccer Team @ Niles North High School, Skokie, IL -- Team Member**

## **Education:**

**Niles North High School, Skokie, IL** Graduated 2021

GPA: 3.5, Purple Honor Roll (the highest honor in high school)

## **Special Skills:**

Languages: Tagalog (fluent)

Computer skills: MS Word, Excel, Adobe Photoshop, Adobe Premiere