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Adrianna Singh

EDUCATION

Thomas A Edison Career and Technical Education High School

High School Diploma Anticipated 2024, Unweighted GPA 3.5

WORK EXPERIENCE

Le Chic Salon — Employee

August 2023- Present

- Worked reception to welcome customers, book appointments and ensure payments
- Assist other employees with customers
- Keep track of inventory
- Organize payroll and invoices with Microsoft Excel

Sai Bazaar — SYEP Participant

July 2022- August 2022

- Guided customers to provide them a proper and pleasant experience with the store
- Helped manage inventory in order to expand the business to an online market
- Kept store presentable by cleaning and physically organizing inventory
- Familiarized with Google Spreadsheets to manage and organize invoices
- Filed and organized invoice copies for convenience and efficiency

Boy and Girls Club of Metro Queens — SYEP Participant

July 2021- August 2021

- Worked closely with other participants to build communication and teamwork skills
- Learned about entrepreneurship
- Utilized creative qualities to appeal to a target audience for advertising
- Familiarized with media literacy to be able to thoroughly explore marketing strategies

SKILLS

Customer service, collaboration, organization, communication

ACTIVITIES

College Now Sociology: SOCY-101 December 2022-May 2023

Learn about the workings of society and humanity

DECA 2022-2023

Learning about business and management to prepare for expectations in the working field

Skills USA 2022-2023

Participate in community service and fundraiser opportunities

Yearbook Elective 2019-2020

Used multiple applications to design a yearbook for the graduating class