

AJ Jaswal

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35 Penwood Crossing, Glastonbury, 06033

Education

Lehigh University, Bethlehem PA

Loomis Chaffee High School

Business Major

Graduating May 2024

Work Experience

Desk Staff - Renbrook School, West Hartford, CT

May 2018 – Aug 2019

- Developed communication skills by working with parents and other staff
- Assisted in Main Office by taking calls, sorting equipment, offering help.
- Improved skills in software such as Excel
- Kept accurate records, including attendance, discipline, medication log, and accident or injury reports.

Leadership

Investment Management Group, Lehigh University

September 2020 - present

- First year member and participant

South Asian Students Association, Lehigh University

September 2020 – present

- First year participant, planning to assist with events in the future

Community Service

South Windsor Special Olympics
May 2019)

(May 2018,

- Assisted organizers with preparation for races
- Helped ensure 5 races with 30 different contestants proceeded smoothly

South Windsor Senior Center

(October 2018- November 2018)

- Assisted senior citizens with daily tasks

Skills

- PowerPoint
- Word
- Excel (6 months)
- Python (2 years)
- C++ (1 year)
- Proficient in Social Media (Instagram, Snapchat, Facebook, LinkedIn, Twitter, etc.)