

# Khushi Saini

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## EXPERIENCE

### Tri-Valley Haven (*Non-profit Organization*) - Event Manager

AUGUST 2015 - MAY 2016

- Coordinate services for events, such as accommodation and transportation for participants, facilities, and event security
- Design and implement efforts to publicize events

### Dublin High School - *Teacher's Assistant*

AUGUST 2016 - PRESENT

- Enforce administration policies and rules governing students
- Facilitate classroom with teaching aids

### Big Help (*Non-profit Organization*)-Clerical Assistant

AUGUST 2016 - PRESENT

- File and retrieve corporate documents, reports, and reports
- Prepare responses to correspondence containing routine inquiries

### The Office of Shashi Bala-*Tutor*

DECEMBER 2017 - PRESENT

- Developed, regulated, and corrected quizzes
- Employ proactive skills and strategies to ameliorate teaching techniques
- Developed innovative approaches to reinforce concepts
- Served as a mathematics tutor and teacher's assistant

## EDUCATION

### Dublin High School, Dublin, CA— *Diploma In-Progress*

AUGUST 2016- PRESENT

- Honor Roll Student
- Advanced Math and Science
- Engineering Foundation Courses- Computer Science Principles, Principles of Engineering

## SKILLS

HTML/CSS

Python

JavaScript

SQL

Netlogo

PHP

French-Moderate Level

Operate Google Docs, Google Drive, Google Sheets, Microsoft

Office Management

Verbal and Written Communication

Skilled with Measuring Tools

Negotiates situations effectively

Kathak- Indian Classical Dance

Identifying problems & developing solutions

## LANGUAGES

English- Fluent

French-Moderate Level

Hindi- Moderate Level