

Nahom Solomon

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| OBJECTIVE | <i>3rd year Political Science major at the University of California Berkeley. Hard-worker, adaptable, and a quick-learner. Looking to apply my acquired knowledge to the Legislative Internship at Microsoft.</i> | |
| EDUCATION | University of California Berkeley , Junior <i>Bachelor of Science, Political Science Major African American Studies Minor</i> Expected May, 2020 | GPA: 3.5 |
| | St. Mary's College High School , <i>Class of 2016</i> May 2016 | Aggregate 87.8% |
| QUALIFICATIONS | Strong foundation in the areas of American Government, Constitutional and Administrative Law and Public Administration Solid ability to research and analyze information Strong written and verbal communication skills Able to work well independently or in a group setting Extensive experience with Microsoft Windows XP and Office 2003 and 2007 programs | |
| LANGUAGES | English, Amharic, Tigrinya, Spanish | |
| EXPERIENCE | Front Desk Clerk <i>Savo Island, City of Berkeley, CA</i> | August 2017 - May 2019 |
| | Provided information and assistance to tenants several times per day in a friendly and positive manner Read, interpreted, and explained policies and contracts to tenants to ensure best practices were met | |
| | Test Technician <i>Walmart, CA</i> | Summers, 2015 - 2019 |
| | Assessed electronic components quality and functionality to ensure all orders met highest standards in product output, approximately 16 orders per shift Prepared orders for shipping by organizing, accurately labeling, and packaging items | |
| | Fundraising Coordinator <i>University of California Berkeley</i> | |
| | Professional Liaison responsible for acting as the primary method of contact for past alumni and potential benefactors in order to encourage financial contributions to the University | |
| COMPUTER SKILLS | Proficient in Microsoft Word, Excel, PowerPoint, Access, Outlook, and Publisher; Quark Express | |