

Jasleen Kaur

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Objective

To obtain a part-time time position as a tutor

Education

Dublin High School

Dublin, CA-Diploma (in progress)

Related Coursework:

- French 2
- Computer Science

Extracurricular Activities

Dublin High School Clubs

- Badminton Club (1 year)

Volunteer Experience

Dublin Public Library

Dublin, CA - June 2015 to Present

Summer Volunteer

- Supervise children during summer reading game
- Distribute prizes when game is completed
- Use communication skills to encourage and congratulate participants on their progress

Dublin High School

Dublin, CA- July 2017 to July 2017

Assistant Inventory of Books/Registration Assistant

- Assisted in checking in books for the school
- Helped find fines and damaged books
- Assisted in checking out textbooks to students
- Provided an easier and quicker work environment for everyone

Skills

- Proficient in French
- Microsoft: Word, PowerPoint
- Google: Docs, Slides
- Can type 60 words per minute
- Proficient in HyperText Markup Language (HTML) and Cascading Style Sheets (CSS)