

RAMSHA RASHID

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(718) 200-3412

Education

Bachelor of Arts, Forensic Psychology, John Jay College of Criminal Justice, May 2017

Qualifications

Key Skills: Confident, articulate, and professional speaking abilities. Superb organizational skills. Acute attention to detail. Strategic problem solving skills.

Core Qualities: Dedicated, goal-oriented, reliable, and work well under pressure.

Technical Skills: Proficient in Microsoft Office, HTML Coding, C++, Statistical Package for the Social Sciences.

Languages: Fluent in English, Urdu, Hindi, and Punjabi.

Work Experience

Program Administrator, Huntington Learning Center, New York, NY Currently

- Administering exams to incoming students for observation of current skill set to further evaluate and enroll the student in the best program fit for them.
- Filing paperwork and creating portfolios for incoming and current students for necessary schoolwork and documenting all information about the student's performance.
- Supervising all teachers to make sure they maintain a healthy and understanding relationship with the students.
- Making schedules for all teachers to best fit with the students needs and substituting for a teacher's position when need be.

Assistant Head Cashier, ZARA, New York, NY 09/2015-11/2017

- Supervised all cashier duties including counting registers and handling discrepancies.
- Collected and maintained inventory records for POS Terminal management to further distribute to the corporate office for review.
- Assisted with scheduling associates for their daily and monthly shifts to guarantee full coverage at all times for optimal customer support on the sales floor.

Cashier Supervisor, Uniqlo Soho, New York, NY 12/2012 – 09/2015

- Served in the role of a Sales Professional before being promoted to supervisor based on my ability to connect and provide customers with brand knowledge.
- Led a team of 30 associates in effectively handling customer interactions, payments, alterations and back of house operations for the Women's and Children's departments.

- Devoted time outside of work hours to train staff during onboarding to ensure a smooth transition onto the sales floor

Secretary, Student Affairs, College of Staten Island, New York, NY 06/2012 – 08/2012

- Worked alongside managers to help plan and organize events at the college such as on campus food festivals, carnivals and sports events
- Daily tasks included inputting all data for the office, set up departmental meetings and posting student activities across the campus
- Assisted with training new work study students to set them up for success in a collegiate work environment with high demands