

Leeta Khotsamit

3A Biochemistry | University of Waterloo | Student ID: 20626249

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SUMMARY OF QUALIFICATIONS

- Adaptable and willing to continue learning; able to learn how to use systems quickly as instructed
- Displays a strong leadership role and organizational skills in a working environment
- Proficient in Microsoft Excel, working knowledge of Microsoft Word, PowerPoint and Mathcad
- More than 2 years of experience dealing with clients and has developed excellent interpersonal skills
- Knowledgeable in core Spanish and core French

RELEVANT EXPERIENCE

Assistant Teacher, Esperanza Project, Cabrera, Dominican Republic, September 2017 – December 2017

- Implemented student discipline measures; decreased classroom disruptions
- Assisted with designed of lesson plans focused on age and level-appropriate material
- Combined discipline plan with effective measures and various lesson plans to increase concentration, participation, and progress student accountability
- Utilized variety of teaching methods including lectures, media, and group discussion

Cashier, Tim Hortons, Burlington, Ontario, July 2014 – August 2016

- Promoted the brand through special promotions including fundraisers for the Tim Horton's Children's Foundation
- Capable of training new employees; displayed excellent leadership, organization and initiative roles
- Efficiently carried out responsibilities as a cashier and ensuring that the customer is satisfied; handled and resolved any concerns
- Succeeded in balancing a part-time job whilst in school full-time

EDUCATION

Candidate for Bachelor of Science, Biochemistry, University of Waterloo, Ontario, September 2015 - Present

Awards/Certification:

Academic Honor Roll, M.M.Robinson, Burlington, Ontario, June 2012 – June 2015

- Award was given for achieving an average 80%+

Employee of the Month, Tim Hortons, Burlington, Ontario, March 2015

- Award achieved for being an outstanding and hardworking employee

References Available Upon Request