John Doe

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SUMMARY:

- Enthusiastic individual with strong leadership capabilities
- A fast learner with effective time management and organizational skills
- Strong problem solving skill with an analytical mindset

TECHNICAL PROFILE:

- Languages: Java, R
- Skills: Advance in HTML/CSS, Javascript Proficient in MATLAB

EDUCATION AND TRAINING:

BS Mathematics and Computer Science,   **Expected June, 2024**

University of California, San Diego, CA

RELEVANT EXPERIENCE:

Leader, Vietnamese Youth Eucharist Group, Los Angeles, California
July 2016-Current

- Developed new member relationships through community event attendance and involvement
- Exceeded students satisfaction by finding creative solutions to problems Volunteered at a Vietnamese church to help kids with bible study and the Vietnamese language
- Had taught over 15 students and improved their skills through speaking and writing Led retreats to spread work and faith of personal religion to different peoples.
- Mentored, instructed and supervised participating youths through collaborative efforts with like-minded, creative and inspirational team members

Restocking Lab Assistant, Qualcomm Institute Nano3
May 2021-October 2021

- Sanitized workstations and instruments to avoid cross-contamination.
- Prepared laboratory equipment and instrumentation required for tests, research, process or quality control.
- Produced and submitted laboratory documents and reports per compliance requirements.
- Maintained inventory and equipment and placed orders for laboratory supplies.
- Recorded known control values from technical instruments to boost reliability and accuracy in test results reporting. Completed equipment maintenance and calibration tasks according to standards.
- Communicated with partners to properly receive bulk inventory and deliveries. Received stock from global production facilities, prioritizing for processing into storage systems.

Residential Dining Food Service Worker, UCSD Housing Dining Hospitality—
April 2021-June 2021

- Maintained high standards of customer service during high-volume work shifts and fast-paced operations.
- Helped management stay on top of supply needs by sharing information about low or spoiled inventory.
- Prepared variety of foods according to exact instructions and recipe specifications.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.