

Samira Chetta

✉ chettasamira@gmail.com ☎ (810) 221-6540

SUMMARY

College student with proficiencies in customer service and communication skills. Expertise in communicating professionally and effectively, with the ability to remain kind and respectful in all situations. Down-to-earth personality makes conversations feel natural and personal. Passionate to learn, organized, positive, and detail-oriented are traits I offer to the workplace.

EXPERIENCE

Student Volunteer Leader

Organizing Together 2020

March 2020 - May 2020

- Reached out to students in my community and personally recruited 15+ members through relational organizing
- Led team meetings every weekend and organized community projects for students to participate in
- Made 600+ calls to community members and held informational presentations relating to local issues
- Worked alongside other student leaders in surrounding counties to create a state-wide network of organizers devoted to helping their community

Field Representative

Progressive Turnout Project

July 2020 - November 2020

- Knocked on over 1000 doors and registered 300+ people to vote
- Made over 2000 phone calls to voters regarding voter registration, ballot chasing, and voting plans
- Hand-wrote and sent upwards of 600 personalized letters and postcards to community members
- Led meetings in a professional setting for coworkers and other staff
- Spoke face-to-face with people in all cities across Michigan; a unique experience in itself, but it especially granted exposure to many types of people, backgrounds, and situations

Manager

September 2022 - November 2022

Kolehouse Strategies

- Held orientations and trained 10 different employees
- Managed a crew of 5 different people each day and was on call to help them if needed
- Multitasked helping my crew get their work done while finishing mine as well
- Collected client data from crew each day and accurately reported it back to director
- Talked to, on average, 100 people every day about election information and answering any questions they may have about the voting process

Marketing & PR Rep and New Patient Coordinator

November 2022 - Current

Smile Fresh Dental

- Brought in an average of 70 new patients a month
- Familiar with using SEO, Google ads, and social media to increase new patient numbers and office productivity. Different campaigns I worked on included Invisalign, implant dentistry, and cosmetic dentistry.
- Enforced goals for Google reviews, helping bring our office to 1,200 Google reviews with a 4.8 star rating
- Worked with Blumberg Digital from April to May generated \$100,000 in lead opportunity value through digital messaging
- Made over 100 calls a day to schedule consultations and treatment. Familiar with dental terminology and software

SKILLS

Experience with: Google Docs/Microsoft Word; Google Slides; Google Spreadsheets/Microsoft Excel; Advanced Writing and Reading; Conversational skills; De-escalation skills; Positivity; Leadership; Fast-learner; Coaching and Training; Collaboration with coworkers; Documentation; Accuracy; Organization; Creating activities; Open Dental; Marketing; SEO