

# Aysha Abdulelah

Under graduate Student – **Lillian Osborne High School** in Edmonton, Albert.

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## PROFESSIONAL SUMMARY

I am a motivated and hardworking high school student, currently ranked at the top of my class ,seeking an opportunity to gain real world experience in a professional setting. I bring strong communication skills, a positive attitude, and willingness to learn. I am eager to contribute to a team that values leadership, customer service, and growth, while building a solid foundation in business operations.

## AVAILABILITY

**Weekdays** (part time )  
**Weekends** (Full Time)

## REFERENCES

Available upon request

## EXPERIENCE 2024-2025

### Student customer service assistant

- Help customers with question, provide friendly support, and make sure they feel welcomed anytime.
- Communicate clearly, politely and respectfully with customer's.
- Stay calm and positive, even during busy times, and work well with teammates to get things done.
- Enjoy engaging with different people and creating a good experience for everyone.

### MEDICAL LAB ASSISTANT- 2023 -2024

- Helped with labeling and organizing samples for testing.
- Entered simple data and kept records updated under supervision.
- Learned the importance of cleanliness, safety, and teamwork in a lab setting
- Assisted staff by preparing supplies and helping maintain a clean environment.

## CERTIFICATIONS

Observership certificate  
High achiever certificate  
Ap biology certificate  
1<sup>st</sup> place certificate in global learning festival

## **SKILLS**

- Self-motivated
- Teambuilding
- Dependable and responsible
- Clerical support
- Analytic
- Problem-solving
- Active listening
- Organization and time management
- Planning and coordination
- Written communication
- Decision-making
- Teamwork and collaboration

## **AWARDS**

- Academic honors
- Ap biology certificate

## **EXTRACURRICULAR**

- Tutor at FIS English language club
- Tutor at FIS science club

## **FLUENT LANGUAGES**

English, Arabic