

JAISLEEN MANKOO

3839 26 ave NW, Edmonton, Alberta
T6L 4G6
780-278-0496
jaizmankoo@gmail.com

SKILLS

- Leadership and Management

I take the lead in group projects, make sure that everyone knows what they are doing, and keep everyone on track to finish in a timely manner.

- Good communication skills

Everytime I don't understand something when working with someone I ask for help or for them to elaborate and do not hesitate to do the same for others.

- Positive attitude

I think that the best way to get through any day is to keep a positive attitude and I stick by this no matter how hard my day was.

- Good problem solver

There isn't a day that doesn't present you with new problems to solve and instead of panicking, I'm quick at coming up with a solution.

ACHIEVEMENTS AND CERTIFICATIONS

- Alberta High School Diploma
- First Aid and CPR/AED level C
Issued: 2022-05-02 | Expires: 2025-05-01
- Workplace Safety Systems HCS3000-5-32
- Silver medalist (cities) - wrestling 2021-2022 and wrestling 2023-2024
- Honors with distinctions, October 2022 & October 2023
- Cadet correspondent February 2022- current
- Art award, June 2019
- Honors, June 2019, June 2020, June 2021
- Jessie Baker Award (The most outstanding female student) June 2019

EXTRA CURRICULARS AND HOBBIES

- Wrestling, October 2021 - Present
- Air Cadets, September 2020 - May 2022
- Swimming, June 2018 - Present (lessons)
- Fashion- designing and drafting patterns and sewing them
- Track and Field May 2018 - June 2018
- Volleyball, June 2019 - July 2019

EXPERIENCE & VOLUNTEER WORK

- Customer service

My main duties include; interacting with customers and handling cash.

- Volunteer

From February 2023 - Present at Grey Nuns Hospital. My duties include: greeting visitors, guiding them around the hospital if needed and making sure that the masks and hand sanitizers are stocked for my shift and later at the main entrance.

- Junior High School Open house, grades 7-9

Grade 7, I was greeting elementary students and answering any questions that they had about the foods option. In grade 8, I was showing students a bit about junior high science but my main duty was to inform them about 3D printing and its upcoming role in our lives. Lastly, in Grade 9, due to covid there weren't any in-person events for people outside of school so I had the opportunity to be a part of a promotional video.

- Library

In junior high, I used to go to the library during lunchtime and help out by putting books away, organizing them, and checking books in or out.

- Host for a high school at the 2022 Cheer provincials

My main duties included escorting my assigned school to their rooms, through their warm-ups and answering any questions they might have had.

LANGUAGES

- Fluent in English, Punjabi and Hindi
- Mostly Fluent in French
- Learning French, and Japanese

EDUCATIONAL BACKGROUND

Harry Ainlay High School September 2021 - June 2024

- Graduated: June 2024

AVAILABILITY & REFERENCES

- Monday - Sunday 7:00 a.m. - 10:00 p.m.
- Holidays
- References available upon request