

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)

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

1st place certificate in global learning festival

REFERENCES

Available upon request

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