

# TARANPREET KAUR

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Possess a strong commitment to team environment dynamics developed through multiple academic team projects.

## Skills

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Competent user of Microsoft Office, Internet  
Data Entry Customer service Problem-solving  
Written and verbal communication  
Organization  
Fast paced work

## Volunteer Experience

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Was part of international students welcoming Airport Volunteer shift  
Volunteer help during new student orientation  
Volunteer to take care of elementary kids during school trip  
Tutored students from junior high  
Volunteers in Food pantry each week

## EDUCATION

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Bachelor of Science  
MacEwan University, Edmonton, AB

## Languages

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English  
Hindi  
Punjabi

## Experience

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I worked as a cashier at Xpress Mart in Edmonton, where I gained customer service and Data entry skills. I also worked as a seasonal **Sales Associate at Best Buy** which helped me improve my communication and customer service skills

I currently work at **Chick fil a Back of the house** .

And lastly, from all my volunteer experiences, I have gained problem-solving and organizational skills.