

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

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

Volunteer Experience

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

Bachelor of Science
MacEwan University, Edmonton, AB

Languages

English
Hindi
Punjabi

Experience

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.