

RAYE SAUNDERS

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OBJECTIVE

I am a hardworking university student seeking a part-time position while I finish my degree.

SKILLS

Customer Service

- Proficient in handling customer inquiries, resolving issues, and ensuring customer satisfaction.
- Proven track record of providing exceptional customer service and support.

Administrative Skills

- Demonstrated ability to manage administrative tasks efficiently, including data entry, scheduling, and file management.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).

Organizational Skills

- Strong organizational skills with the ability to prioritize tasks and manage time effectively.
- Experience coordinating and executing projects from conception to completion.

Communication

- Proficient verbal and written communication skills
- Ability to collaborate effectively with team members and stakeholders.

Problem-Solving

- Analytical thinker with a knack for identifying and resolving problems.
 - Proven ability to adapt to challenging situations and find creative solutions.
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PROFESSIONAL EXPERIENCE

Dorian and Beyond

January 2021 - August 2023

Project Assistant

As a Project Assistant, responsibilities included providing administrative support, organizing project documentation, coordinating meetings, assisting with project planning and execution, while addressing client inquiries, resolving issues, and ensuring client satisfaction throughout project interactions.

The Warren Family

April 2023- June 2023

Child Caregiver

As a nanny, responsibilities included providing attentive care, fostering a safe and nurturing environment, and facilitating age-appropriate activities and learning experiences for children.

EDUCATION

Burman University

Bachelor of Science in Psychology

