

SOCHEATA LY

320 4TH AVE S, ALGONA WA 98001 | (508) 410-8749 | lycheata45@gmail.com

Office Assistant with 2 years of experience providing exceptional customer service to faculty member and students. Seeking to apply my detail-oriented talents and adaptable personality to fulfill the department's needs.

PROFESSIONAL EXPERIENCE

English Language, Career and Academic Prep

Office Assistant-Highline College, Des Moines, WA

04/2019– Present

- Greeted all visitors / students, ensuring that they received outstanding first impression of the department
 - Perform routine clerical tasks such as data entry, records management, filing, mailing, copying, faxing and scanning
 - Maintain communication between offices, students, staff and faculty by answering / making phone calls
 - Provide copies of registration paper to faculties / students and another department
 - Assist students and faculties by looking up students' information on department database
 - Easily establish rapport with students, and interfaces well with students / visitors and school-wide faculty
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Youth Re-Engagement and Success Programs

Program Assistant-Highline College, Des Moines, WA

11/2020 – 12/2021

- Responds to inquires and questions in person, via phone and email.
- Provides support for new student recruiting process.
- Makes copy, label, print and send packet to students.
- Organizes file, enter and track data.
- Register/Drop students.
- Complete special projects as assigned.

EDUCATION

Associate of Science, Network Security Engineer | 2019 – 2021 Highline College, Des Moines

- Database concepts and applications of database processing with emphasis on advanced database security, installation, data encryption, and database maintenance
- Operating system design using a conceptual approach
- Knowledge of standard default communication ports and how to alter them for securing the network

High School Diploma | 2005 – 2008 Preah Monivong High School, Cambodia

CONTINUING EDUCATION

Bachelor of Applied Science degree, Cybersecurity and Forensics | **Spring 2021-** Present
Highline College, Des Moines

SKILLS & QUALIFICATIONS

Office Skills:

- Telephone & Front Desk Receptionist, Customer Service, Filing, Database & Records Management, Data Entry

Computer Skills:

- Well versed in Microsoft Office Suite (Word, Excel, PowerPoint)

Additional Skills:

- Ability to prioritize tasks & take initiative
- Problem Solving skills