

Name
Van Nuys, California
Number
Email

Objective: Obtain a customer service position with your company with the opportunity to focus on leadership, communication, and customer relations skills.

Skills:

- Communication, administrative, and creative skills
- Teamwork and leadership skills
- Customer service
- Language skills: Fluency in English and Bangla

Experience:

Aug 2019-March 2021

Eve Newton-gill

Volunteer, **Kaiser**

Permanente

- Assisting the NICU department with phone calls.
- Cashier to the gift shop/managing set-up.
- Assisting nurse administration with office duties.

June 2019- Jan 2020

Khan Family

Personal Babysitter, **Khan Residence**

- Provided daily care for children ages 3-8 including dressing, meals, hygiene, and activities.
- Provided an exciting environment for children by organizing creative games and fun activities.

Education:

Aug. 2017- June 2021 **Granada Hills Charter TK-12**

Aug. 2021- Current 2022 **San Jose State University**

- Currently attending

Computer skills:

-Microsoft Office (Word, Excel, Powerpoint, Access)