

Aleesha Kashif

<https://www.linkedin.com/in/aleesha-kashif>
aleesha.kashif819@gmail.com
San Jose, CA

Experience

Mailroom Student Assistant / San Jose State University Housing Services

August 2021 - Present
San Jose, CA

- Process packages for all SJSU residents
- Utilize Housing CRM system to resolve problems
- Cooperate with team members in a self-managed team
- Engage with customers to resolve all mail and package concerns

Easterseals Northern California / Registered Behavior Technician

January 2019 - December 2019
Fremont, CA; San Jose, CA

- Record data and provide behavior analysis
- Update day-to-day progress by collecting behavior data
- Collaborate with teams to implement new programs
- Provide ABA Therapy to children in their home and clinic
- Mentor new hires in data analysis and ABA application

BJ's Restaurants / Takeout Server

July 2019 - November 2019
San Jose, CA

- Work with a restaurant CRM to input customer orders
- Upsell products by providing suggestive feedback
- Collaborate with team members to prepare orders in a time efficient manner

>>>Check LinkedIn for more Work History

Skills

Behavior Analysis - Persuasive Writing - Creative Problem Solving - Teaching - Customer Service

Volunteer Experience

- TA for Special Needs Classrooms at Washington High Summer School and American High School (Summer, 2016)
- Co-creator & Teacher of a public speaking program for kids called My Time, My Voice at the Union City Library (2015)
- Computer Assistant at Union City Library (2015)
- Docent at Patterson House (2015)
- Political Campaign Organizer for State Assembly Candidate District 24 (December, 2021)

Education

BS, Business administration, Concentration in International Business, Specialization in MIS, Minor in Political Science

San Jose State University, San Jose CA
(2018 - 2022)

Favorite Courses: Total Quality Management, Business Ethics, Intro to International Relations, Global Entrepreneurship, Ballet

Club Involvement: Pre-Law Society, GOAL, Mocktrial

High School Diploma

American High School, Fremont CA
(2014 - 2018)

Involvement: Journalism, 2 years: Writer (1st year), Managing Editor (2nd year); Public Relations officer of the Science and Eco Club; Mocktrial; Softball (3 years)