

# Lauren Kheylik

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## **Objectives:**

- Motivated, dynamic, and proactive seeking a position in database administration
- Willingness to learn and work hard at anything
- Require flexible hours while attending college

## **Education:**

- San Jose State University, B.S. in Business Management, San Jose CA 2020 - present
  - Deans' List (2021 and 2022)
- Milpitas High School, Milpitas CA (2016 - June 2020)
  - Honors: Summa Cum Laude (GPA:3.86)
  - Purple Stole Award (6 college classes maintained 3.5 average GPA)
  - Maroon Service Award (250 hours of community service)

## **Work Experience:**

- *Bay Advanced Technologies*, Customer Service Admin. Redwood City, CA  
April 2022-Present
  - Enter customer Purchase Orders
  - Excel weekly reports for customers providing expediting, delay, and tracking information
  - Cross-departmental collaboration simultaneously on multiple job orders.
- *IntraVu* , Generalist Redwood City, CA  
April 2021 - April 2022
  - Administrative support for CEO
  - Support CFO with data collection, expense reporting
  - Coordination of travel schedules, arrangement of meetings and teleconferences
  - Excel work in Shipping, Receiving, and Purchasing
  - Maintenance of file and confidential records
- *24-Hour Fitness*, Sales and Service Associate Mountain View, CA  
October 2020 - 2021
  - Fast-paced multi-tasking position, being the main point of contact for customer service
  - Responsible for selling and upgrading memberships (won monthly sales contest)
  - Completed merchandise sales transactions using cash, credit cards, and debit cards
- *Garr Sport Taekwondo* ,Instructor San Jose, CA  
2018 - 2019

- Taught Kukkiwon Taekwondo and assisted in testing for belt promotions
  - Signed up new students for the program and facilitated orientations
  - Booking of fees and studio equipment
- *Blue Dragon ICC Summer Camp, Counselor* Milpitas CA  
Summers 2015 - 2017

Referrals available upon request