

# Sradha Mishra

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## Professional Summary

Detail-oriented and organized individual with over 3 years of experience in medical volunteering and interning, and a strong background in education. Accomplished in working with diverse age groups from toddlers to adults. Highly adaptable, dependable, and approaches every situation with an open mind and a commitment to excellence.

## Work History

### TA/Grader, Eye Level

Dublin, CA | 09/2020 - 11/2021

- Graded assignments based on quality standards checklist.
- Documented and tracked workbook statuses in master logs.
- Organized and filed workbooks by teachers and students.

### Orthodontist Intern, Dr. Gary Stafford Orthodontics

Pleasanton, CA | 01/2022 - 05/2022

- Assisted with patient care, demonstrating respect and friendliness.
- Adhered to applicable standards and policies to ensure a safe working environment.
- Quickly learned and applied new skills to improve efficiency and productivity.
- efficiency and productivity.

### COVID-19 Tester, Fairlands Elementary School

Pleasanton, CA | 01/2022 - 05/2022

- Handled and stored nasal samples to maintain integrity.
- Reported test results in accordance with established protocols.
- Ensured lab equipment and tools were sterile and properly maintained.
- and tools.

### Assistant Teacher, Giggles Daycare

Dublin, CA | 06/2023 - 08/2023

- Maintained cleanliness and sanitary standards throughout the facility.
- Multitasked while guiding over 10 toddlers in arts and crafts, speech therapy, reading, and early education.
- Ensured the well-being and safety of each child.

## LANGUAGES

- English - Native
- Hindi - Native
- Spanish - Limited Working

## EDUCATION

### San Jose State University

Bachelor of Science: Business Administration, Concentration in M.I.S.;  
Minor in Biology

August 2022 - Expected May 2026

## Certifications/Awards

- **Certification of Achievement, FEMA Emergency Management Institute | September 2020**
- **CPR Certified, American Heart Association | August 2021**
- **Certification of Accomplishment, Dublin High School Health Science and Medical Technology Academy | May 2022**
- **President's Education Award for Outstanding Academic Excellence, Dublin High School | June 2022**
- **Certification of Achievement and Completion, Administrative Medical Assistant, Tri-Valley Regional Occupational Program | June 2022**

