**Objective**

To obtain a position that enables me to use my strong organizational skills, educational background, ability to work well with people, maximize my management skills, training experience and to learn new things.

**Education**

**Bachelor of Arts: Communication Studies** **December 2020**

California State University, Sacramento.

Minor in Theater Arts.

**Work History**

**Student Assistant: Business Operations Office** Feb 2020 – Present

**Department of Financial Protection and Innovation**

* Managing daily agendas by the General Services Unit during a departmental move.
* Efficiently keeping logs, analyzing data, and making spreadsheets.
* Maintained mailroom duties and stock receiving purchase orders in Fiscal and Lotus.

**Student Assistant: Psychology Department**  Jan 2018 - May 2019

**California State University, Sacramento**

* Face to face communication and providing solutions to students’ questions.
* Scheduling appointments, attending phone calls, and scanning/printing documents.
* Organizing the office, filling the supply room, and making inventory orders.

**Customer Service Associate** Nov 2014 - Nov 2017

**Fry’s Electronics**

* Managing sales floor while selling quality products as per customer's needs.
* Maintaining a cheerful outlook and building professional relationships with clients.
* Using my multi-lingual skills, assisted clients from diverse cultures. Trained new hires.

**Skills and Qualifications**

* **Leadership Skills:** Initiative-taker. Capable of leading fellow workers to achieve success. Collaborator, adaptive learner, and meticulous with detail.
* **Computer Skills:** Proficient with Zoom, Google Drive, Microsoft Office, Adobe, Wasp, and Social Media platforms. Basic video editing experience using tools as ‘iMovie’ and ‘Final Cut Pro’.
* **Communication:** Excellent written and verbal communication skills. Empathic listener and persuasive speaker.
* **Language Skills:** Fluent in English, Urdu, Hindi, and Punjabi.

**Achievements & Activities**

**Academic**: Scholarship from Kiwanis Club, Honor Student at Woodland High School

**Recipients**: Award for most improved swimmer.

**Affiliations:** National Honor Society, Woodland High School.

**Volunteer**: As a Cadet, hosted High-School Football Games, Community night outs, Christmas Parade, and County Fairgrounds. (2014-2017).

**Activities**: Varsity Cross Country Runner. Performed in collegial theatre plays.