

DESIREE DEE

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I am currently working on my capstone project so I can learn and improve on new learning skills that will help me with my future job after I graduate college. I want to be able to communicate with new people and interact with others such as coworkers to create teamwork to get the tasks done.

EXPERIENCE

JUNE 2019 – AUGUST 2019

TEACHER ASSISTANT, SAN JUAN COLLEGE KIDS KOLLEGE

Assist the teachers in the STEM class with the students with projects and supervise then children during the lunch break. I was able to learn how to communicate with young kids, problem solve when issues arise between one another, and was able to work under pressure. The reason for leaving is because the job is only available during the summer.

MARCH 2021 – AUGUST 2021

HOSTESS, SI SENOR RESTAURANT (CASA DE TOBEY)

Greet the customers that entered the restaurant and seat them at available tables. I would cash out the customers when the were ready to leave. I learned how to communicate with others and to resolve problems if they were not satisfied with the service. The reason for leaving is because the workplace is in Farmington, NM while I had to return to school in Flagstaff, AZ.

MAY 2022- AUGUST 2022

SERVER AND HOSTESS, SI SENOR RESTAURANT (CASA DE TOBEY)

As a server, I would attend the customers, place their orders, take drink refills, and make sure the customer was satisfied with the service and was fully attended. I learned how to multi-task and manage time as I had multiple tables to attend. The reason for leaving is because the workplace is in Farmington, NM while I had to return to school in Flagstaff, AZ.

JULY 2023- PRESENT

CHECKOUT ADVOCATE AND SERVICE ADVOCATE, TARGET

Currently working at the checkout registers to assist the guest and at guest services desk. I would learn to multitask at guest services by maintaining pick-up orders, helping with returns, and helping take over at checkout when a team member had break. As a checkout advocate I would learn to work under pressure as I would have to check out guests quickly while communicating with them.

EDUCATION

MAY 2019

HIGH SCHOOL DIPLOMA, PIEDRA VISTA HIGH SCHOOL

Graduated as a distinguished honor student with a 4.0 GPA. I was in national honor society for three years of high school and did about 10 hours of service each year.

DECEMBER 2023

BACHELOR'S DEGREE, NORTHERN ARIZONA UNIVERSITY

Currently on my last semester in college and taking a total of twelve credit hours. I am studying mechanical engineering. The current cumulative GPA is 3.16.

CERTIFICATIONS

JANUARY 2023

MACHINE SHOP CERTIFICATION, NORTHERN ARIZONA UNIVERSITY

Worked approximately nine hours at the machine shop at northern Arizona university to earn basic training and advance lathe training.

SKILLS

- Communication
- Teamwork
- MATLAB
- Auto-CAD
- Quick learner
- Customer-oriented/ customer service
- Multitasking