

# NAME

TITLE

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## Profile

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## Experience

May to June 2021 to 2022

### Assistant Librarian - Manchester City Library – Manchester, New Hampshire

- Organized all books and ensured that they were on the proper shelves. Performed routine checks for damage on books.
- Assisted visitors in searching for library resources and attended to inquiries made by patrons.
- Supported counter for the check-in and check-out of books. Updated the workbook and recorded patron return dates.
- Drafted reports and records on the use of printing services, photo-copying services, computer rentals, and discussion room rentals.
- Encoded bibliographic data on HERDIN and performed other tasks that the librarian assigned.

### Volunteer Worker - Miong Pet Shelter – Manchester, New Hampshire

May to June 2018 to 2020

- Enforced cleanliness of the animals and the shelter by conducting baths for at least three dogs per day.
- Helped in dog walking, feeding, and playing when necessary.
- Accompanied auditors in checking homes for suitability of dog adoption or fostering. Occasionally checked homes with fostered dogs.
- Assisted in adoption drives conducted by the shelter. Provided answers to questions raised by passers-by.
- Helped in office work and answered phone calls as needed.

### Project Experience

- Led an experiment to determine whether cell phone waves affect the germination of sunflower seeds. Won third place in the science fair.
- Managed a cupcake stall at the high school fair and got awarded the best booth in terms of sales.
- Participated in the annual New Hampshire Dance Competition with the dance troupe. Placed second in 2020.

## Education

### DEPARTMENT - Manchester Memorial High School –

2018 to 2022

- GPA: 3.4
- Treasurer of the student council for the school year 2021 to 2022 and assistant treasurer for 2020 to 2021.
- Member of the MMHS Dance Troupe from 2018 to 2020.
- SAT Score: 1250

### DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Fluent in English and Spanish
- Proficient in MS Word, Excel, and Powerpoint
- Great problem-solving skills; can come up with solutions when it comes to problems during volunteer work
- Friendly, responsible, and patient when it comes to caring for animals
- Prioritizes teamwork in extracurriculars

## Licenses & Accreditations

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- Awarded for Best In Social Studies
- Received the Best in Dance Award 2022
- Certificate of Appreciation from Miong Peet Shelter