

Susie Que

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PROFILE

Extremely reliable and motivated to lead and finish projects strong. Enthusiastic and confident in communicating with others. Respectful and aware of solutions for situations that arise.

SKILLS

- Communication Skills
- Problem Solver
- Critical Thinking Skills
- Observant
- Advanced Technology Skills
- Takes Strong Initiative

EXPERIENCE

Business Education- 2010-2014

Learned the basics of creating a e-commerce website and marketing strategies, wrote a business plan and implemented it.

Ranger Station Student Store- 2012-2013

Received and verified incoming orders, completed daily tally sheet, and reconciled cash register at the end of each shift.

Ranger Pit Stop Vending- 2013-2014

Learned behind the scene work of vending and re-stocked the machines. Verified orders and accounted for the money made.

Babysitting/Child Care Provider- 2011-present

Carry out responsibilities relating to watching over a six and nine year old. Taking care of daily responsibilities such as bathing and dressing the children, maintaining regular house-cleaning duties and interacting in a meaningful way.

EDUCATION

High School Student: Santa Rosa Academy, 27587 La Piedre Rd, Menifee, CA 92584 2010-present

Estimated Graduated Date: May 2015

I attend a local charter school in which the education focus is technology driven with an emphasis in character development. My chosen track in High School is Business Foundations.

SKILLS IN TECHNOLOGY

Apple Products including Pages, Keynote, iMovie, iPhoto, Garageband, and Google Docs.