

# Harmony Hawk

## Customer Service | Office Assistant

Livermore, CA 94551 | (925) 423-1234 | harmony.hawk0001@gmail.com

### SKILLS

Customer Service

Bilingual (English/ Farsi)

Microsoft Word, PowerPoint

Google Docs, Slides, Sheets

Time Management

Canva

Adobe Illustrator

Social Media: Instagram, Tik Tok

### EDUCATION

Las Positas College, Livermore, CA

**Associate of Arts in Marketing**, Expected May 2026

GPA: 3.4

Granada High School, Livermore, CA

**High School Diploma**, June 2024

GPA: 3.2

### EXPERIENCE

**Customer Service Associate** - Target, Livermore, CA

January 2024 - Present

- Greet customers with a smile, help them locate items they need, make recommendations
- Serve as cashier, using Point of Sales system and ensuring accurate transactions

**Childcare Provider** - Private Home, Livermore, CA

September 2022 - Present

- Supervised 2 children between ages 6-10 and ensured their safety

### ACTIVITIES

**President, International Culture Club** - Granada High School, Livermore, CA

September 2023 - June 2024

- Coordinated Spring International Cultural Fair featuring 20 performers, 6 student club booths, and educating over 200 students about various world cultures
- Created promotional materials for culture club, using Canva, and posted them to Instagram and TikTok

**Captain, Girls' Soccer Team** - Granada High School, Livermore, CA

November 2023 - March 2024

- Organized bi-monthly team dinners and team building activities for 20 girls
- Led by example, maintaining a positive attitude and strong work ethic

### AWARDS

Honor Roll, Granada High School, June 2024