

Susan Smith

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Education

Berkeley High School Fall, 2013 - Spring, 2017
Berkeley, CA
Will graduate Spring 2017. Course work emphasized critical thinking and analysis. Completed courses in AP Biology, Economics, English Composition, and Physics.

Laney College Summer 2016
Oakland, CA
English 101 Completed introductory college level English class before senior year in high school.

Experience

Pixar Animation Studios Sept. 2014 – Present
Technical Intern
Gained invaluable experience at this award winning animation studio. Assisted in computer repair and trouble shooting in addition to assisting designer where needed.

Safeway Supermarket May 2013 – April 2014
Sales Clerk
Responsible for not only managing cash register, but customer service, stocking, and inventory of merchandise.

Washington Elementary Spring 2013
Volunteer
In a partnership between Berkeley High School and Washington Elementary School, was part of a “Buddy Reading” program where I taught literacy skills to a kindergartner every week for a semester.

Skills and Interests

Technical – proficient in basic computer skills including the Microsoft office suite, Google doc suite, internet search and social media management. Possess basic HTML programming skills.

Language – **Fluent in Spanish**, while posses **conversational** level Mandarin

Communication – work experience has sharpened communication skills, enabling and leading discussions in small and large groups.

References available upon request