

Analyn Ocampo

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OBJECTIVE Work study eligible undergraduate student seeking an on-campus job opportunity.

EDUCATION

Intended Major: Communication, Bachelor of Art Degree
University of California, Davis
Expected Graduation: June 2021

RELATED COURSEWORK

Beginning Composition, Precalculus, Freshman Seminar: Ethnographic Performance, General Psychology, Children in the Garden (Enrolled Spring 2018)

SKILLS

Computer: Intermediate in Word, use of Internet search engines, Outlook and email in both PC and Mac platforms

Language: Fluent in spoken Tagalog (minimal written ability)

EXPERIENCE

Receptionist, T & T Electronics, Sanger, CA 6/17-8/17

- Created a welcoming atmosphere for mid-sized manufacturing firm.
- Used proactive communication to effectively manage Outlook calendars for four full-time sales staff.
- Kept office clean and organized.
- Ensured packages were mailed in a timely manner using the most cost effective carrier for the transaction.

Child Care Provider, Self Employed, Sanger, CA 6/15-9/17

- Provide safe, reliable care for children (infant to 12 years) in their homes.
- Effectively adapt communication style and planned activities to meet the developmental needs of children and create a positive experience.
- Partnered with parents to ensure consistency and clear boundaries with children. Rapport building and reliability resulted in extensive referrals.

ACTIVITIES

- Member, UC Davis Intramural Volleyball 9/17-Present
- Member, Sanger High School Marching Band 8/13-11/17