MANBEER KAUR

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# Profile Summary

Proactive and detail-oriented professional with strong analytical and organizational skills. Adept at managing workflows independently and as part of a team in fast-paced environments. Highly motivated to contribute to innovative solutions in the field of scientific testing.

# Academic Qualification

**Masters of Arts in Leadership**Trinity Western University | Jan 2023 - July 2024

**Bachelors of Education**Nancy College of Education, Punjab, India | 2019 - 2021

**Bachelors of Science in Physics, Chemistry, Mathematics**Guru Nanak Girls College, Punjab, India | 2016 - 2019

**High School Education**Sita Grammar School, Punjab, India | 2016

# Professional Background

**Assistant Manager**

Freshslice Richmond | Nov 2023 - Present
- Managed inventory and ensured high-quality food preparation.
- Scheduled shifts and addressed customer complaints efficiently.
- Maintained food safety and hygiene standards.
- Demonstrated strong organizational skills and attention to detail in daily operations.

**Dental Receptionist**

Lansdowne Dental Center, Richmond | June 2023 - Aug 2023
- Managed front desk operations including patient reception and payment processing.
- Maintained accurate patient records and ensured data protection.
- Facilitated communication between patients and dental staff.
- Ensured a high standard of customer service and administrative support.

**Team Member (Part-time)**

Freshslice Richmond | Feb 2023 - June 2023
- Prepared and portioned ingredients for pizza toppings.
- Provided customer service and assisted with catering orders.
- Collaborated effectively with team members to ensure smooth operations.

**English and Public Speaking Tutor (1-10th Grade)**

Sita Grammar School, Punjab, India | Oct 2021 - Dec 2022
- Planned lessons and identified learning needs to advance students' skills.
- Utilized technology to facilitate learning and collaborated with parents for tailored lessons.
- Developed strong communication and instructional skills.

# Skills

- Analytical Skills: Demonstrated ability to perform detailed analysis and problem-solving.
- Workflow Management: Experienced in managing workflows efficiently in various settings.
- Equipment Maintenance: Basic knowledge of maintaining office and kitchen equipment.
- Safety Compliance: Understanding of and adherence to safety regulations and policies.
- Communication: Excellent written and verbal communication skills in English.
- Detail-Oriented: Highly organized with a focus on quality and precision in all tasks.

# Interests

- Community Involvement
- Mathematics
- Art
- Reading