

# LEILANI LAUREANO

HIGH SCHOOL STUDENT

## INFO

**PHONE**  
(678)949-2007

**EMAIL**  
leilani110.11@gmail.com

## SKILLS

Dependable and reliable

● ● ● ● ●

Customer Service

● ● ● ● ●

Good team player

● ● ● ● ○

## LANGUAGES

English

● ● ● ● ●

Spanish

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## PROFILE

Hard-working and responsible high school senior that is committed to bringing forth strong work-ethic to create a positive work environment. Experienced office receptionist skilled in time management and ensuring customer's satisfaction. Am committed to work hard to achieve employer's goals.

## EMPLOYMENT HISTORY

### Receptionist/Personal Assistant, Linda Multiservicios

Norcross

Apr 2019 — Mar 2020

- Brought forth a strong ability for multitasking and prioritizing tasks especially during tax season to make deadlines
- Handled calls, collected personal information, and created appointments.
- Greeted customers and answered any questions contributing to a welcoming environment.

## EDUCATION

### McClure Health Science High School

Duluth

Aug 2019 — Present

- 3.5 GPA

## EXTRA-CURRICULAR ACTIVITIES

### Key Club, Meadowcreek High School

Norcross

Aug 2018 — May 2019

- Community service based club
- Worked with other members to help organize events at school in a timely manner
- Took the initiative to recruit new members and educate others about the importance of serving in our community

## INTERSHIPS

### CPCT-A Intern, Northside Hospital

Johns Creek

Nov 2019 — Mar 2020

- Documented medical histories, concerns, and changes in patient's condition under the supervision of patient care tech on duty
- Worked alongside patient care techs to help provide patients' with day to day needs
- Served as a dedicated intern in a fast-paced environment

## REFERENCES

### Teresa Brooks from McClure Health Science High School

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