

Parinder Kaur

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SKILLS AND INTERESTS

Completing tasks in a timely and organized manner and ability to work well under pressure and strong team player and enhanced interpersonal skills from prior work experience as an accountant, tutor, and a bank teller.

Multilingual: Speak Punjabi, Hindi, and English

Interests: Yoga, Hiking, Baking, and Playing Tennis

EDUCATION

Bakersfield College

Associates of Arts in Psychology

August 2020- 2022

Expected Spring 2022

Ridgeview High School Bakersfield CA

GPA: 3.94/4.00 **SAT:** 1230

January 2017 - June 2020

PROFESSIONAL EXPERIENCES

Valley Strong Credit Union

Student Bank Teller

August 2019-March 2020

- Conducted each client transaction with efficiency and accuracy while maintaining customer confidence and bank operations. Assisted clients and supported colleagues using effective interpersonal skills, relationship, and team-building strategies

FemExec's The Business World Virtual Internship

Pre-Business Intern

August 2020

- Documented the rules for resume writing in terms of the proper use of headers, personal information, financial strategies, and professional experience in regard to personal safety and accurate success descriptions. Acquired knowledge about business operations and proper finance handling skills.

Laser Logistics

March 2020 - March 2021

Assistant Accountant

- Processed payments, financial documents such as invoices, bills, and completed financial reports on a regular basis, and providing information to the finance team.
- Investigated and resolved any irregularities by identifying and correcting payment errors and overseeing vendor payments.
- Produced, monitored, and organized monthly financial reports.
- Sent paperwork via email and mail and kept track of receiving paperwork and other data.

LEADERSHIP AND EXTRACURRICULARS

Choir Club

Bakersfield, CA

Class Representative

August 2018 - May 2019

- Supervised 30 students on field trips and concerts by facilitating trip safety measures, transport measures, and living costs.

Tutoring Center

Tutor

August 2017- May 2018

- Worked one-on-one with groups of students to help them learn an academic subject or a specific skill. Prepared lesson material and effectively communicated with students to help them learn the complex subject matter.

AWARDS AND HONORS

- National Honors Society; AP Scholar
- Achievement Award for 300 Community Service Hours
- Member of CSF (California Scholarship Federation)