

Naseha Chowdhury
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Education:

Hunter College, New York, NY
Expected Date of Graduation: May 2023

Work-Related Experience:

Virtual Assistant February 2020 - Present
Corporate Speech Solutions- 150 E 61st St #4b, New York, NY 10065

- Work on the development of professional presentation templates on various kinds of speech complications present in the workplace.
- Work closely with the CEO of the company to organize client information on Google Sheets.
- Create worksheets that seek to solve speech implications for various clients.

Money Mentor July 2019 - December 2019
Hollis, NY 11423

- Trained to help guide students over given texting platform with college apps, scholarships, and all money decisions.
- Worked with other mentors to participate in budget making and negotiating financial aid packages to address student's financial challenges.
- Customer Service- built relationships with students remotely through texting services available 24/7.

Administrative Office Assistant January 2019 - April 2019
Cultural Collaborative of Jamaica

- Filing- kept workplace organized and structured to make it easier for employees.
- Event Management- worked with employees to create innovative designs and plans for events hosted by the organization.
- Customer Service - answered phone calls in the workplace and greeted customers as they walked into events held by the company.

Skills & Interests:

- Computer skills: Microsoft Office (Word, Excel, PowerPoint), Prezi, Google Suites
- Social Media: Instagram, Facebook, Snapchat
- NOCTI Workforce Competency Credential
- COVID-19 Contact Tracing Course Certificate

References Available Upon Request