

Kelly Douangboupha

CONTACT

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SKILLS

Creativity
Public Speaking
Customer Service
Adaptability
Time Management
Multi-tasking
Organization
Dependability

TECHNICAL SKILLS

Adobe Illustrator ●●●●○
Adobe InDesign ●●●●○
Adobe Photoshop ●●●●○
Microsoft Excel ●●○○○

PROFILE

Motivated college student experienced in serving others. Has proven customer service, organization, and communication skills. Familiar with best practices for serving and willing to learn.

WORK EXPERIENCE

Team Associate at Super Target of Naperville, 1951 West Jefferson Avenue, Naperville, IL 60540 May 2020 to Present

- Offer speedy, friendly, and exciting checkout service
- Handle customers questions and complaint in a friendly and positive manner
- Experienced and skilled in working in a kitchen facility.
- Handle the training of new employees where there are need for more

Receptionist at The Grove of St. Charles: Nursing and Rehabilitation Centre, 611 Allen Lane, St. Charles, IL 60174, January 2019 to May 2020

- Greet and check in guests, healthcare providers, and residents' family members.
- Maintained an organized front desk and assisted administrative staff with computer work and files needed to admit and discharge patients.
- Assisted Medical Records Office with uploading and filing documents and records.

Marketing & Public Relations at Asian American Resource Center at Northern Illinois University, 429 Garden Road, DeKalb, IL 60115 May 2018 to December 2018

- Implementing and developing strategies for marketing and public relations for the Asian American Resource Center on a weekly basis.
- Assists in the resource center's administrative tasks, facility management, networking and collaborating with student organizations.
- Program planning; in charge of all web and social media platforms to retain outreach to the Northern Illinois University community.
- Created graphics for all social media platforms (Facebook, Instagram, and Twitter) and PowerPoint Presentations for our OHANA weekly night programs.

EDUCATION

Elgin High School - Class of 2016

Graduated with a GPA of 3.5

Elgin Community College 2019 to Present

Major: Communication Design - focus in Graphic Design

Cumulative GPA: 3.4

Expected Graduation Date - Fall 2023