GIANNA WELSH

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**Profile**

I'm looking for employment in a position that requires a friendly, enthusiastic and service-oriented employee. I am currently a student attending Ripon High school. I’m not participating in any sports this year to prioritize my work. In the future I plan on attending a four year to become an OBGYN physician's assistant.

**Skills**

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| --- | --- |
| · Issue and conflict resolution  · Sales techniques  · Purchasing and planning | · Workflow management  · Quick learner  · Database management |

**Experience**

**Internship** | McFall, Burnett, & Brinton Attorneys At Law - Manteca, CA|06/2017 – July 2019

· Assisted paralegal with filing paperwork to reorganize the office and maximize productivity

· Administered physical and digital filing systems, kept records well-organized and easily retrievable

· Replenished office inventory, removed trash and delivered files to employees

**SheBobas Employee** | Sheroba Chu - Ripon, CA|02/2020 - Current

· Quickly and accurately handled financial transactions

· Opened the shop in the mornings as one of the youngest employees

· Performed duties effectively and without supervision

**Leadership Team Member** | Ripon Schools - Ripon, CA|08/2013 - Current

· Developed new promotional strategies to increase customer base and market share, promoting all events through diverse channels

· Develop and use communication skills and the necessary business skills required for future endeavors

· In charge of creating several fundraising events

**Education and Training**

Ripon High School| Ripon, CA Expected in 05/2021