



## ABOUT ME

I am an ambitious leader that is passionate about education and business. Despite growing up in harsh conditions, I still strive to be the person I dream of. I put my heart into everything that I do and my peers would describe me as a hard-worker, team player, leader, helper and problem-solver.

## SKILLS

### TECHNICAL

Microsoft Suite	<div><div></div><div></div><div></div><div></div><div></div></div>
Typing: 90 WPM	<div><div></div><div></div><div></div><div></div><div></div></div>
Data Analysis	<div><div></div><div></div><div></div><div></div><div></div></div>
Social Media	<div><div></div><div></div><div></div><div></div><div></div></div>
Project Mgmt.	<div><div></div><div></div><div></div><div></div><div></div></div>

### PERSONAL

Strategy	<div><div></div><div></div><div></div><div></div><div></div></div>
Organization	<div><div></div><div></div><div></div><div></div><div></div></div>
Team Player	<div><div></div><div></div><div></div><div></div><div></div></div>
Creativity	<div><div></div><div></div><div></div><div></div><div></div></div>
Social	<div><div></div><div></div><div></div><div></div><div></div></div>

### REFERENCES

Loveina K.	(484) 828 3959
Marian Q.	(302) 383 9400
Brian P.	(678) 778 3724

# Kinnesha Queh

(484) 915 6625 | quehkinnesha@gmail.com  
1026 Merchant St  
Coatesville, PA 19320

## EXPERIENCE

(AUG 2016 – FEB 2019)

### RECEPTIONIST

Coatesville Dental Center

Handled all cash, check, credit/debit transactions with 100% accuracy, Greeting visitors, Directs visitors by maintaining employee and department directories, Receiving and sorting daily mail, Keep updated records of office expenses and costs

(AUG 2014 – JUN 2016)

### ADMINISTRATIVE ASSISTANT

Boston Consulting Group

Handling incoming calls and other communications, Managing filing system, Helping organize and maintain office common areas, Creating, maintaining, and entering information into databases, Schedule and plan meetings and appointments accordingly

## EDUCATION

(JUL 2016 – PRESENT)

### ASSOCIATE OF SCIENCE

Business Administration, Delaware County Community College

AUG 2012 – MAY 2016)

### DIPLOMA

NORTH SPRINGS CHARTER HIGH SCHOOL

Pathway: Entrepreneurship; Courses: Intro to Business/Technology, Business Law & Entrepreneurship

## TRANSFERRABLE SOFT SKILLS

- Teamwork: Work effectively in a group to achieve goals
- Leadership: Taking initiative and showing motivation and responsibility for others
- Organization and Time management: Prioritizing time and workload efficiently
- Written Communication: Writing accurately, clearly and concisely in various styles of text
- Verbal Communication: Speaking clearly and dynamically in a variety of situations