**KAAJAL ZAVERI**

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Dublin, CA 94568  (925) 918-1636

**OBJECTIVE**

Recent college graduate with a BA in Communications & Media Studies seeking a job in the field of social media marketing and public relations.

**EDUCATION**

***Certificate of Achievement in Communications May 2018***

Diablo Valley College

* **Relevant Coursework** 
  + Mass Media of Communication, Small Group Communication
  + Speech and Debate, Interpersonal Communication
  + Persuasion & Critical Thinking, Public Speaking

***Bachelor of Arts: Communication and Media Studies***

California State University, East Bay ***June 2020***

* **Related Coursework**
  + COMM, Technology and Social Change
  + COMM Theories, Quantitative COMM
  + Popular Culture, Digital Cultures

**EXPERIENCE**

* *Jan 2018 –Now:* **Teacher Assistant ** *Extended Day Child Care, Dublin CA*
  + Provide after-school care for children ages 5-10
  + Help children with homework and engage them in educational activities
  + Maintain well-organized childcare & enriched learning
* *Jan 2020 –May 2020:* **Pioneer Newspaper Student Intern**
  + Write articles for school paper
  + Focus on topics related to Bay Area
* *June 2017 – Nov 2017:* **Sales Associate ** *Old Navy (GAP Inc.) Dublin, CA*
  + Greet customers and engage them with a positive attitude
  + Listen to & anticipate customers’ needs; Help them find the right merchandise
  + Manage cash register: sales, returns, price matching, loyalty enrollment
* *2015 –2018:* **Private Caregiver, Dublin, CA**
  + Responsible for care of multiple children ages 4 to 14
  + Time Management of childrens’ homework & activities schedule
  + Transportation of children between school, home and activities
* *2014-2016:* **Volunteer Member, Phi Theta Kappa, Diablo Valley College, San Ramon, CA**
  + Member of Honor society dedicated to community service and teamwork
* *2019-2020:* **PRSSA Chapter Member, Cal State East Bay, Hayward CA**
  + provides guidance for developing strong skills for Comm. majors and PR professions

**QUALIFICATIONS**

* Strong interpersonal communication skills as well as public speaking skills
* Highly resourceful, strong research and analytical skills
* Experience of working both collaboratively and autonomously for class projects
* Proficient in MS Office, Google G-Suite, PowerPoint
* Social Media Apps (Facebook, Instagram, Twitter etc.)