AYESHA CHAUDHRY

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Houston, TX 77058

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SKILLS

• Social Media Management

- Childcare
- Urdu Language Fluency
- Administrative Support
- Teamwork and Collaboration
- Customer Service
- Plant Care and Knowledge

EDUCATION

Temple University Philadelphia, PA • Expected in 05/2027

BBA: Management Information Systems

Minor: Digital Marketing

Conestoga Senior High School Berwyn, PA • 05/2023

High school diploma

ACCOMPLISHMENTS

• Represented club team at the 2020 National Junior Olympics in 800m in Track and Field

• Collaborated with non-profit, Islamic Relief USA to pack meals for refugees in disaster relief

PROFESSIONAL SUMMARY

Dedicated and versatile BBA student passionate about learning and applying learned skills to real-life experiences. Proven track record in customer service, assistance management, and strong communicator positions.

WORK HISTORY

Terrain (Urban Outfitters Inc) - Summer Nursery Associate Devon, PA • 04/2024 - 06/2024

- Performed plant care and area maintenance including watering plants, pruning and trimming, and pest and disease control.
- Product stocking and creating displays.
- Customer service and advising in garden space curation.

Aritzia - Boutique Associate (Seasonal Inventory Support) King of Prussia, PA • 01/2024 - 02/2024

- Assists with inventory, including receiving and stocking merchandise.
- Provides customer service.

Keller Williams Realty - Realtor Assistant

Malvern, PA • 04/2023 - 10/2023

- Created a social media presence and continued to manage all social media accounts for assigned realtor.
- MLS write-ups to increase engagement with listed properties and clients.
- Cultivated and maintained professional relationships with clients and other agents, lenders and escrow personnel.
- Coordinated appointments to show marketed properties.

Lawrence College Ghora Gali - Assistant Teacher

Murree, Pakistan • 06/2022 - 08/2022

- Worked with teachers to design lesson plans and coordinate activities for classes.
- Provided one-on-one and group-based learning support.
- Supported student development.