




# TARA LEE

## AUTHOR

### CONTACT

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 4822 NE Wisconsin Street

### EDUCATION

#### SECONDARY SCHOOL

Bartlesville High School

**2020-2024**

Illinois State University

**2024-Present**

### SKILLS

Toddler Care, Animal Care, Photo Editing,  
Video Editing, Cleaning, Creative Writing,  
Cash handling, Computer skills,  
Communication skills, Managing, Critical  
Thinking, Customer Relationship, Problem  
Solving, Leadership

### LANGUAGES

English, Spanish, Thai, Mandarin, Cherokee

### CERTIFICATIONS

Young Writers Anthology (x2) - Published  
Author (2023) and (2024)

Panasonic Film Production (2016)

CPR

### SERVICE

Raised \$10,000 for a hospice organization in  
student council, and volunteered for junior  
achievement of teaching elementary kids.

Filmed and edited a short film that was  
awarded Best Video of the Year in an  
international competition, with Panasonic  
North America.

### SUMMARY

As an AP and honors student, I have demonstrated a strong commitment to academic excellence and a capacity for tackling challenging coursework. My ability to adapt quickly to new situations has enabled me to excel in a variety of academic and extracurricular pursuits. In addition to my academic achievements, I possess a range of qualities that make me an asset in the workplace. I pride myself on providing exceptional customer service, which I believe is the foundation of any successful business. I am committed to going above and beyond to ensure that each customer's needs are met and that they leave feeling satisfied. Overall, I am a well-rounded individual with a strong work ethic, excellent communication skills, and a commitment to personal and professional growth. I believe that I would be a valuable addition to any organization and look forward to the opportunity to contribute to its success.

### EXPERIENCE

#### TEAM MEMBER

Tropical Smoothie Cafe

**Jan 2022-March 2024**

- Operated as a versatile Team Member at Tropical Smoothie Cafe from Jan 2022 to Feb 2023.
- Mastered multiple roles including cashier, drive-thru attendant, smoothie artisan, and food preparer.
- Exhibited strong multitasking and organizational skills.
- Resolved customer inquiries swiftly and effectively.
- Boosted customer satisfaction through excellent service.
- Efficiently managed multiple roles, increasing operational speed and customer satisfaction.

#### TEACHER

Junior Achievement

**Dec 2022-Jan 2023**

- Led student council, fostering community engagement
- Developed teaching skills through hands-on experience
- Delivered education to diverse elementary grades
- Resolved teaching challenges by adapting methods
- Impact: Enhanced education quality in local schools

#### CONTENT CREATOR

Frever

**2023-2024**

#### MERCHANDISER

Footprint Solutions

**2023-2024**

- Spearheaded security tagging operations for Footprint Solutions
- Managed and optimized merchandising for over 10 stores |
- Implemented innovative strategies to enhance store security