**Aaminah Islam**

[**minaslam4992@gmail.com**](mailto:minaslam4992@gmail.com)**/(805)415-1407**

**Fullerton, CA**

**Experience**

**California State University, Fullerton - Office of Admissions**

Admissions Ambassador (*August 2023- August 2024)*

* Execute various administrative responsibilities within a dynamic and high-velocity environment.
* Collaborate synergistically with a team to adeptly resolve challenges.
* Interface and communicate with a diverse clientele.

**Ventura College Tutoring Center, Ventura**

Receptionist *(March 2022-August 2022)*

* Conducted front desk duties such as replying to emails, answering questions from students in person and on the phone, and guided them to the proper resources.
* Worked with a team to discuss and implement new methods to improve and enhance the experience for students utilizing the tutoring center.
* Demonstrated the ability to work cross functionally with various departments throughout the university.

**Advanced Tech Solution, Oxnard**

Receptionist *(January 2022 - August 2022)*

* Managed front desk duties, organized and filed paperwork.
* Communicated with internal and external business associates, via phone and email.
* Took charge of scheduling business related meetings.

**Naval Base Ventura County**

Internship (*August 2020 - December 2020)*

* Learned to work in different situations and circumstances while conducting tasks within several different departments, such as the computer engineering and software department.
* Adapted to working quickly and efficiently in a structured and disciplined setting like the naval base.

**Education**

August 2024- Ongoing

**Western State College of Law-** *Juris Doctor Degree*

August 2022- May 2024

**California State University of Fullerton-** *Bachelors in Criminal Justice, GPA: 3.3*

August 2021 - June 2022

**Ventura College, Ventura** *- Associates in Criminal Justice, GPA: 3.2*

**Skills**

Leadership, problem solving, customer service, active listening, communication, & time management