

## SANJANA VERMA

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### SOCIAL AND HUMAN SERVICES

I am applying for working to provide human services or any entry level jobs related to mental health programs or organizations.

(FULL-TIME AVAILABILITY) (AVAILABILITY:- (Monday – Thursday (all day)))

## SKILLS

- Excellent **listening skills**
- Superior **communication skills**
- **Detail-oriented** without losing the big picture.
- Have knowledge about **developmental, social, abnormal and personality psychology** sectors.
- Having a **sympathetic and understanding outlook** for the patient's concern
- **Time management skills**, having **flexibility** with the schedule
- Have experience in **organizing databases**, familiar with Microsoft word, excel, PowerPoint.
- **Trilingual**:-fluent in English, Punjabi, Hindi (learning French as well)

## WORK EXPERIENCE

### ***BARTENDER/ SERVER (FOH.)***

#### ***Montana's BBQ and Bar, Vancouver BC***

***feb 2024)***

- Worked as a team, serving big parties during shifts.
- managed to have 10+ five star google reviews for the restaurant.
- Trained to take takeout orders, punch in food orders.
- trained to run food, set the dish according to restaurant standards.
- keep knowledge about daily deals, drink specials, happy hour timings.

## VOLUNTEER

- Organized meeting in my society in India (2021), **where I took all the elder people, and we planted trees all around the place in the community**, which helped them to connect with nature for their mental health and be out of their daily routines.

I was given a cash price of (RS. 1000) as appreciation from elder people.

- Taught beginner level English for free to below poverty line kids in India every Sunday.
- Volunteered for cooking food for the disabled, mentally challenged kids, donating clothes and toys and groceries to orphanages like MOTHER TERESA, Jalandhar

## EDUCATION

- **Associates degree of arts in psychology**, Alexander College, Vancouver BC (MAY 2022- APRIL 2024)
- **Diploma in computer application** (2021-2022)
- CERTIFICATION IN (CPR/ AED/ First-Aid)
- CERTIFICATION IN Basic Life Support – BLS