

Nidhi Thakkar

Environmental Science student with experience in caretaking, clerical work, service, and leadership in a variety of contexts.

EXPERIENCE

Jameson Sotheby's International Realty, Chicago, IL. — Receptionist and Administrative Assistant

May 2017 - PRESENT

- Created receipts for earnest money and deposits as well as organizing and documenting checks
- Provided assistance for agents in printing, constructing presentations, and accommodating clients
- Provided callers and potential clients with information about various properties using online documentation and domains
- Opened and closed office; Maintained cleanliness and prepared all devices for usage

Grande Jake's Mexican Grill, Rolling Meadows, IL. — Waitress

May - August 2017

- Greeted customers and placed dining orders
- Maintained cleanliness around restaurant and kitchen
- Took orders through the telephone and provide assistance in directions and other queries

Family Caretaking , Hoffman Estates, IL. — Nanny/Babysitter

December 2014 - January 2016

- Cared for up to 6 children at once, ranging from ages 4 to 13
- Drove children to practices and events, prepared meals, and kept house clean and maintained
- Created educational and engaging activities to occupy children and ensure that schoolwork is completed

EDUCATION

The Ohio State University, Columbus, OH. — Bachelor of Science in Environment and Natural Resources Minor in Public Health

August 2017 - May 2020

- Specialization in Water Science

Rolling Meadows High School, Rolling Meadows, IL. — Diploma

August 2013 - June 2017

- Graduated with Highest Honors and recognized as a

Permanent Residence:

1808 W. Willow Ln.
Mt. Prospect, IL, 60056
(224) 210-8959

nthakk17@gmail.com

Temporary Residence:

120 W. 11th Avenue
Columbus, OH 43210

SKILLS

Use Microsoft Word, Excel, Outlook, Powerpoint and OneNote

Navigate and use Adobe Photoshop and InDesign to create presentations and projects

Use MLS systems and Rezora

Work with others of a variety of ages and backgrounds

AWARDS

National AP Scholar -
Granted to students in the United States who receive an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

Presidential Award for Academic Excellence -
Awarded to students around the country who have demonstrated high academic success and achievement

Illinois High School Dance Association recognized State Choreographer - Granted to approximately 17 students per year, whose choreography is showcased at the State level

State-reaching athlete and choreographer

- Received Presidential Award and Honor Roll Distinction

PROJECTS/ACTIVITIES

Ohio State Health Sciences Scholars — Member

- Performed volunteer services around school and community
- Studied and composed presentations about various civil issues
- Participated in engaging events around campus that promote academia, inclusion, and healthy lifestyles

The Society of Environment, Economy, Development, and Sustainability at the Ohio State University — Member

- Attended meetings that engage members of various background and interests to formulate possible sustainable practices

Stylez Dance Group at the Ohio State University— Dancer and Choreographer

- Create dances to represent the team and Ohio State at various competitions and showcases throughout the year
- Teach members skills and technique to promote clean and experienced dance pieces
- Lead activities that promote bonding and effective communication amongst members

Catholic Relief Services at the Ohio State University - Member

- Work to create events that can fundraise and raise awareness for refugee population in Columbus Area
- Organize movements and events to promote social justice and equality

The Frank Lloyd Wright Chapter of the National Honor Society — President

- Created volunteer projects open to students at the school and all people in the community
- Worked with students to formulate volunteer plans and dedicate time to servicing the local community and beyond

LAGC Health Fairs - Volunteer

- Worked under phlebotomists; Labeled and organized blood samples before testing
- Worked with 30-50 other volunteers including medical specialists to provide free health services

LANGUAGES

English

Hindi

Gujurati

Basic Spanish

References

Reggie Good, Dance

Instructor - (847) 815 - 9203

Beth Allen Tiernan, Manager

- (312) 961 - 6586

