

BALJOT RATHOR

Azusa, CA 91702

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Qualification Summary

Motivated and dependable university student with a strong background in customer service, event coordination, and mentorship. Proven ability to communicate effectively, work collaboratively, and manage multiple responsibilities. Fluent in English, Punjabi, Hindi, and Urdu. Eager to contribute a positive attitude and strong work ethic to a dynamic team.

Skills

- **Customer Service** – Experience handling diverse customer needs in a retail setting
- **Communication** – Strong interpersonal and verbal communication skills
- **Teamwork & Leadership** – Able to lead and work well in group environments
- **Organization** – Detail-oriented with proven ability to manage events and deadlines
- **Adaptability & Responsibility** – Comfortable in dynamic environments with high accountability
- **Multilingual** – Fluent in English, Punjabi, Hindi, and Urdu
- **Computer Skills** - Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Workspace (Google Docs, Sheets, Slides, Google Drive, Google Calendar, Gmail, Forms, and Meet)

Education

University of La Verne – La Verne, CA

Bachelor of Science in Organizational Management

Minor: Photography and American Law

Expected Graduation: Spring 2026

Experience

Assistant Manager — Linda Rosa Market Pasadena, CA | 2019 – Present

- Provide customer service and cashier support in a fast-paced environment
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- Assist with inventory, stocking, and store organization
- Help maintain smooth daily operations during staff shortages
- Coordinate inventory

Community Service

Mentor – Uncommon Good

Pomona, CA | August 2022 – Present

- Selected through a competitive interview process to mentor an elementary student
- Meet weekly to provide academic and emotional support
- Promote leadership, education, and personal development

Volunteer – UCLA Mattel Youth Ambassadors Program *Santa Monica, CA | September 2021 – January 2022*

- Participated in the prestigious Mattel Youth Ambassadors volunteer program at UCLA

Volunteer – KIWINS Club, *Glendora, CA | August 2018 – May 2022*

- Participated in community service projects and school events
- Served as a club board member (Sophomore Year); coordinated event logistics and team participation
- Managed and led school-wide volunteer initiatives, including races and club functions

Awards

- Leo Scholarship Award
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