




MEERA PATEL

 Boston, MA 12345

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PROFILE

Aspiring health care professional with a strong foundation in customer-facing roles and volunteer work. Known for building strong rapport with individuals and delivering personalized, quality service. Proficiency in English and Spanish drives effective communication across cultures.

EDUCATION

Associate of Science (A.S.) in Nursing

MassBay Community College, Wellesley, MA
Expected: June 2026

KEY SKILLS

- Accurate documentation
- Bilingual (English, Spanish)
- Guest transfer and mobility
- Medical terminology
- Team training and mentorship

VOLUNTEER EXPERIENCE

Volunteer | April 2023 – present
Creekside Senior Living, Cambridge, MA

- Provide companionship and emotional support to 15 residents on a weekly basis
- Collaborate with five other volunteers to create a comfortable and nurturing environment, tidying common areas and assisting in the dining room
- Lead monthly recreational activities to improve guest engagement and promote social interaction
- Increased resident turnout by 40% after organizing a regular visit from the local elementary school's kindergarten class

PROFESSIONAL EXPERIENCE

Barista | January 2021 – present
Sundry Cafe, Boston, MA

- Deliver prompt and friendly service to over 100 customers each day, processing an average of \$1,500 in transactions
- Maintain a consistent 98% satisfaction score on customer surveys
- Memorize orders for at least 25 regular customers to deliver personalized service and create a welcoming environment

CERTIFICATIONS

- Basic Life Support, American Heart Association, 2024