

Aminah Oliver

Education **University of California, Berkeley** **Expected Graduation:** May 2010

Major: Asian Studies, **Area Focus:** China
Minor: Chinese Studies

Experience

Sep 05-Aug 06 **Science Instructor, Shenzhen China**

- Worked abroad as a science teacher for a private primary school in Shenzhen, China.
- Created a curriculum to satisfy the needs of children kindergarten level to 6th grade.
- Taught a weekly 2 hour global studies lecture at a local middle school in Shenzhen China.

Jan 05-Sep 05 **Branch Service Coordinator, Burkhart Dental Distribution Company**

- Supervised a team of service technicians who installed and repaired dental equipment.
- Provided necessary troubleshooting solutions for the client's equipment.
- Scheduled and monitored service department meetings and provided necessary administrative support.

Oct 03-Jan 05 **Media Monitoring Traffic Coordinator, Multivision , Inc.**

- Served as a liaison between the sales staff and the production staff of 8 regional offices.
- Developed and facilitated work efficiency plans to create organizational structure.
- Assisted in the training of employees on the company's operational practices and procedures.

June 01-Sep 02 **International Customer Service Operator, GC Services (MCI)**

- Processed calls to international and domestic locations for residential and business purposes.
- Registered customer complaints and used trouble shooting techniques for disputes or conflict resolution.

Military Service

June 98-June 01 **Jet Engine Mechanic/ Rotor Repair Supervisor, United States Navy**

June 96-June 98 **Personnelman/Administrative Specialist, United States Air Force**

Activities

SAGE Scholars Program UC Berkeley/ Berkeley, CA

Miller Scholars Program UC Berkeley/ Berkeley, CA

Awards and Recognition

Ohlone College, 2008 Recipient of the Earth Science Student of the year award.

USN, 1998 Received Meritorious promotion in rank and pay in recognition of distinguished and exemplary conduct in a leadership role supervising over 60 service members.