

# Kotomi Jones

kotomijones@gmail.com

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## EDUCATION

High Tech High Media Arts, San Diego, CA

2021 - Present

- Class of 2025
- GPA: 4.1

Mesa Community college

2023 - Present

- English 101
  - Psychology 101
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## EXPERIENCE

Team Member at Taco Bell

Oct 2023 - Present

- Maintain the cleanliness of the entire restaurant
- Carefully and efficiently take and give out orders
- Respectfully and calmly handle conflicts with customers
- Actively work towards store goals such as receiving donations, not exceeding the drive-thru timer, and financial goals
- Deliver a positive experience to every customer

Internship at Skin by Lily

Jan 9 2024 - Feb 9 2024

- Managed company social media accounts and worked on gaining more traction on those accounts
- Trained to give clients HydraFacials, custom facials, and Microdermabrasion
- Filmed high quality content for the company
- Discussed the condition of clients skin in a positive uplifting manner to encourage improvement and suggest treatments

Volunteer at Tsumiki Preschool summer camp

Jun 26 2023 - Jul 7 2023

- Supported students with discovering new words and pronouncing them in Japanese
  - Helped setting up and cleaning up activities
  - Redirected students who were behind and or confused so they could excel in the class
  - Kept a positive attitude when working with students
  - Diffused situations with upset students by teaching them how to express themselves in a healthy way
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## EXTRACURRICULARS

Tennis team

Aug 2022 - Present

- Collaborated with my doubles partner to play strategically
- Became quicker at analyzing situations
- Coordinated senior night by arranging gifts, food, and roles for others

Black student union

Aug 2021 - present

- President of the club
- Active member for 3 years
- Plan engaging weekly meetings
- Direct club meeting to encourage more student involvement
- Host school events and fundraisers in support of the culture

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**ADDITIONAL SKILLS**

- Fluent in Japanese
- Proficient in Google Work Space
- Proficient in Canva