

# ALANA BAKER

ADMINISTRATIVE ASSISTANT

☎ +1 (615) 840-5204

✉ abaker244@berkeley.edu

📍 2700 Hearst Avenue, CA

## PROFILE

UC Berkeley undergraduate studying Nuclear Engineering, with strong technical and communication skills, research support, and problem-solving, with experience teaching and presenting difficult STEM concepts. Detail-oriented, quick to learn, and confident in all environments. Additional thorough laboratory experience and strong physics and materials skills.

## EDUCATION

**2025 - 2028**

**UC BERKELEY**

- B.S. in Nuclear Engineering
- Work-Study Eligible
- 3.5 GPA

## WORK EXPERIENCE

### 2023 - PRESENT

Preppy Pet |

240 E. Main St, Hendersonville TN

#### Lead Administrative Assistant

- Point of contact for new and returning clientele. Maintained a welcoming and professional feel for the office lobby. Handled incoming phone calls, email, and deliveries. Created, documented, and filed paperwork.
- Supported business goals by detailing events and managing inventory. Practiced strong and reliable communication, attention to detail, and the ability to multitask in changing environments.

### 2024 - 2025

Hermitage Learning Center |

3441 Lebanon Pike, Nashville TN

#### STEM Tutor

- Tutored K-12 students in subjects like math and science, making lesson plans to for each students needs on their pace. Planned and scheduled lesson dates through clients, and maintained records of all lesson assignments and reports.

## SKILLS

- Data management
- Google & Microsoft Environment expertise
- Organization
- Fusion 360, Python, & MATLAB
- Problem-solving
- Analytical thinking
- Communication

## CERTIFICATIONS & AWARDS

### Eagle Scout Award - 2025 |

Designed, fundraised, and managed 800 work-hours and \$1000 USD towards a project for Room in the Inn, a local homeless shelter in my hometown

### MOS Word Certification - 2022 |

Achieved a perfect score (1000/1000) in the proctored Microsoft Word Certification Literacy test, having created and maintained professional reports, business correspondence, and other technical documentation