

Mena Maurice

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PROFILE

- Exceptional communicator with the ability to effectively communicate in the presence of cultural and lingual barriers
- Customer-oriented professional requiring little supervision to cultivate a personal, welcoming environment for all customers
- Enthusiastic professional, highly motivated Engineering student who likes to take initiative and seek new challenges
- Skilled in Excel and Microsoft Office and knowledge of Python and various software

EDUCATION

Texas A&M University

*Pursuing Bachelor of Science in Engineering
College of Engineering*

College Station, Texas

August 2025

WORK EXPERIENCE

Pluckers

Server

Cypress, Texas

Summer 2020 – Summer 2021

- Ensured optimal customer experience by seating guests, taking orders, serving dishes, and removing silverware promptly and with a positive attitude
- Trained new employees basic soft skills, customer service, and problem-solving
- Maintained a positive attitude when dealing with upset customers and recommended

Tommy Hilfiger

Retailer

Cypress, Texas

May 2019 – May 2020

- Processed sales via debit cards, credit cards, checks and cash
- Aided and answered any customer questions regarding suits befitting their occasion. As well as resolved customer's unpleasantries
- Trained new employees basic retailing skills, customer service, and problem-solving.

Texas A&M University

Student Assistant

Cypress, Texas

March 2022 -- Present

- Aided in basic office needs and tasks as well as utilizing excel for office needs
- Helped Executive assistants to the Dean with managing scheduling and meeting preparation
- Responsible for budgetary reports and handling money

INVOLVEMENT

Orthodox Campus Christian Ministries

Treasurer

College Station, Texas

Summer 2021 – Spring 2022

- Conducted meetings with numerous corporations and sponsors in College Station to raise donations
- Enrolled in a national wide LEAD program that trained organizational money management and human relations
- Knowledge of basic mathematics and accounting principles and methods

St. Mary & Archangel Michael Coptic Orthodox Church

Sunday School and Hymns Teacher

Cypress, Texas

March 2019 – Present

- Instructed classes of 30 children twice a week and reported their progress throughout the course of the year
- Coordinated with various parents to accommodate learning disabilities and lingual disparities in the curriculum
- Motivated new student immigrants to overcome language barrier as well as improve communication

SKILLS

Customer Service
Conflict Management
Technology
Teamwork
Python

Communication
Multi-tasking
Microsoft Office
Memorization
Time Management