# Mani Kashi

manijehmkashi@gmail.com � (360) 918 - 1818 Moving to: Seattle, WA

#### WORK EXPERIENCE

#### Translation

**Present** Bellingham, WA

- Translation of an article on global bail-outs and demonetization
- Translation of a children's book on the five senses
- Translation of biological notes on mycelium

#### Bellingham Circus Guild

Circus Teacher/Assistant

- Teach beginner students
- Assist teachers with advanced students

#### Asset Advisors

Administrative Assistant - Summer Internship

- Schedule management
- Updating excel files
- Having client files ready

#### Cheers Bar & Grill

Lead Server

- Team management
- Assisting bartender (manager)
- Customer relations

### EDUCATION

Western Washington University - Bellingham, WA	June, 2018
BA - French - 3.3 / 4.0 GPA	
<ul> <li>La Sorbonne - Paris, France</li> </ul>	
□ French Culture and Civilization, Certificate of French Fluency	July, 2018
New England Center for Circus Arts - Brattleboro, VT	
Circus Teacher Certification	May, 2018
University of Washington - Seattle, WA (in progress) -	-
Certificate in Localization: Customizing Software for the World	June 2019

#### **SKILLS & INTERESTS**

- Skills: Time management, Organization under pressure, Point of Sales software, Microsoft Office Suite, Lesson Planning, Translation, Schedule management, Creative solution making, Customer relations
- Interests: Circus arts, Architecture, French history, Language acquisition, Traveling, Writing, Home Automation, Gaming and Media Conventions

February 2017 - Present

Bellingham, WA

## May 2016 - September 2016

Bellingham, WA

August 2012 - August 2014 Tacoma, WA