

SONJA M WEST

Research Assistant

CONTACT

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Topeka, KS, USA 

www.Linkedin.com/ 

EDUCATION

Associate of Science
Business Administration
Allen Community College
Iola KS
2025

SKILLS

Microsoft Office
Teamwork
Critical thinking
Project management
Attention to detail
Adaptability
Friendly, positive attitude

REFERENCES

References available
upon request

SUMMARY

Detail-oriented Research Assistant and recent graduate with excellent research, technical, and critical thinking skills. Possesses strong analytical and organizational skills, with a proven ability to manage time effectively and resolve conflicts, ensuring project success and customer satisfaction. Motivated and eager to utilize skills across diverse settings. Demonstrates expertise in Microsoft Office applications and digital platforms, ensuring the efficient and professional management of operations to optimize performance within research settings.

EXPERIENCE

Business Owner/Operator

What's Up Lawncare Topeka, KS | 2018 - Present.

- Manage all daily business operations including scheduling, budgeting, and equipment maintenance.
- Market the business locally and build consistent clientele.
- Increase customer satisfaction by resolving issues promptly and professionally.

Lead Coordinator

Topeka Rescue Mission Topeka, KS | 2019 – 2020

- Monitored patient vitals and assisted with personal care.
- Provided meal coordination and direct client support.
- Maintained detailed records and documentation.
- Delivered strong customer service in a fast-paced environment.

AWARDS & HONORS

- Certificates of Completion – all phases of technology education program - University of Kansas, Center for digital inclusion
- Member of Phi Theta Kappa international academic honorary society of two-year colleges
- Recipient of presidential scholarship - Allen Community College 2024
- 4.0 GPA
- Mount Oread Scholarship and Admission to the University of Kansas William Allen Wright school of journalism and mass communications Spring 2026