



# AVA DAVIS

## Note Taker

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### PROFESSIONAL SUMMARY

Detail-oriented Note Taker with 10 years of experience in providing accurate and accessible notes for students with disabilities. Proven ability to enhance learning through effective communication and organizational skills.

### WORK EXPERIENCE

**Note Taker** Jan / 2019-Ongoing  
Maple Leaf Consulting Toronto, ON

- 1. Provided comprehensive note-taking services for students with disabilities, ensuring clarity and accessibility.
- 2. Utilized various tools and techniques to create detailed notes that catered to individual learning needs.
- 3. Collaborated with faculty to understand course content and expectations, enhancing note accuracy.
- 4. Maintained confidentiality and professionalism while working with sensitive student information.
- 5. Adapted note-taking methods to suit different subjects, including math and science, ensuring all students received quality support.
- 6. Trained new note-takers on best practices and effective communication strategies.
- 7. Regularly solicited feedback from students to improve note quality and service delivery.

**Note Taker** Jan / 2015-Jan / 2019  
Lakeside Apparel Co Chicago, IL

- 1. Documented lectures and discussions for students in the Disabled Students Program, ensuring timely access to materials.
- 2. Typed and organized notes efficiently, allowing students to focus on learning rather than writing.
- 3. Engaged with students to understand their specific needs and preferences for note-taking.
- 4. Prepared to assist students during emergencies, ensuring a safe learning environment.
- 5. Submitted detailed notes to Disability Services within 24 hours, maintaining high standards of accountability.

### EDUCATION

**Bachelor of Arts in Communication** Jan / 2012 - Jan / 2015  
University of California Chicago, IL

Focused on effective communication strategies and accessibility in education.

### SKILLS

Note-Taking Software  
Attention to Detail  
Active Listening  
Verbal Communication  
Adaptability

### INTERESTS

- Gaming Fashion
- Film Technology

### STRENGTHS

Fairness Flexibility  
Forward-thinking Gratitude

### LANGUAGES

English Russian French

### ACHIEVEMENTS

- Improved note accessibility for 100+ students, enhancing their academic performance.
- Achieved a 95% satisfaction rate from students for timely and accurate note delivery.