

FAKE JAKE

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Hardworking self-starter with experience in Career Services and Customer Service. Currently pursuing a degree in Accounting

Experience

Snow College Career Services - Office Assistant/Marketing Coordinator; Ephraim, UT August 2014-Present

- Provide excellent, innovative customer service to both students and employers
- Work with and train students to help them prepare for their future career
- Post and promote job openings as they arise
- Maintain Social Media Websites to promote services in a professional manner

Temple Square Hospitality - Banquet Cook; Salt Lake City, UT June 2015-August 2015

- Cook and prepare high quality food in a timely manner for upwards of 500 people daily
- Teach cooking classes to youth groups averaging 50 people per class

Discover Student Loans - Account Manager; West Valley, UT June 2014-August 2014

- Answer phone calls and provide quality customer service to upwards of 50 customers daily
- Work with students, parents and cosigners, in filling out and processing loan applications
- Answer any questions and concerns the borrower may have regarding the loan process

Education

Snow College Associates of Business Anticipated May 2016
Overall GPA: 3.7

Relevant Coursework: Financial Accounting, Managerial Accounting, Business Law, Personal Finance, Microeconomics, Statistics, College Algebra, Computer Proficiency, Public Speaking, Interpersonal Communication

Leadership Experience and Activities

Career Club – President August 2015 - Present

- Recruit and retain members
- Delegate activities and responsibilities to other club leadership and members
- Lead and direct monthly career building workshops to prepare students for their future career
- Oversee events

Full Time Humanitarian Service – Leader March 2012 – March 2014

- Lead and train groups of approximately 10 volunteers
- Work 50 plus hours a week, training, teaching, and doing community services