

FAKE JAKE

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

Education

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

Related Coursework Financial Accounting, Managerial Accounting, Business Law, Personal Finance, Microeconomics, Statistics, Computer Proficiency, Public Speaking, Interpersonal Communication

Skills

Leadership

- Direct and oversee events and workshops with attendance up to 90 students
- Train and oversee new team members in their responsibilities and jobs
- Teach youth classes averaging up to 50 people per class

Customer Service

- Answer phone calls regarding student loans in an effective and professional manner
- Work with college students in helping them find their future job/career
- Effectively work with and talk to different people with various cultures, backgrounds, and ideals

Time Management

- Quickly and efficiently cook and prepare high quality food for upwards of 500 people daily
- Organize, prioritize and complete assigned tasks by the deadline given
- Schedule time wisely in order to complete large amounts of work in short periods of time

Leadership Experience and Activities

Career Club President

- Lead and Direct monthly career building workshops to prepare students for their future career

DECA Competition Event Manager

- Recruit judges, oversee competitors to make sure they arrive on time, and to ensure that no form of cheating took place

Full Time Humanitarian Service Leader

- Work 50 plus hours a week training, teaching, and performing community services

Employment History

Snow College Career Services, Ephraim UT, **Marketing Coordinator**

August 2014-Present

Temple Square Hospitality, Salt Lake City UT, **Banquet Cook**

June 2015-December 2015

Discover Student Loans, West Valley City UT, **Account Manager**

June 2014-August 2014