

# Jasmine Jackson

## Perfect Candidated

Minneapolis, MN

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Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Housekeeper**

Extended Stay Hotels - Minneapolis, MN - October 2016 to Present

#### **Youth Development Worker**

AmeriCorps - Minneapolis, MN - September 2016 to Present

Serve at a Minneapolis public middle school Monday through Thursday between the hours of 2:00 and 6:00 pm (start and end times vary by site). - Develop and lead after school enrichment classes that support the academic and social-emotional development of middle school students. Classes are offered to all interested students, with a priority on involving Long-Term English Learners in opportunities that strengthen their academic literacy skills and engagement in school. – Provide 1-2 hours of daily academic coaching to middle school Long-Term English Learners within their content classes (science, social studies, math, and English language arts) to improve their academic English literacy skills and ability to access subject matter. - Provide academic and enrichment support to middle school English Learners through MPS summer school programs. - Participate in the member professional development program (2 Fridays per month).

#### **Cashier**

Finish Line, Inc. - Bloomington, MN - August 2016 to September 2016

Oversees POS transactions by performing the following duties.

Sample Responsibilities:

Performs cash register/POS duties.

Assists with store sales as needed.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires standing approximately 5 – 8 hours per day usually 3 – 5 days per week.

During peak sale periods (e.g. Holiday, Back-to-School), will work for long periods throughout a 1 – 12 hour day.

Requires stooping and kneeling to place merchandise on customer's feet as well as reaching and pulling to obtain or stock merchandise on storage racks.

May be required to climb ladder or ascend/descend stairs in order to stock and/or acquire merchandise for sale.

Required to lift items weighing 5 – 25 lbs regularly. In certain circumstances, weights may be higher.

#### **Personal Care Assistant**

Abbey Care Inc - Saint Paul, MN - May 2014 to June 2016

Responsibilities

1. Provide bowel and bladder care

2. Perform skin care, including prophylactic routine measures documented in plan care.
3. Assist with range of motion exercises.
4. Provide respiratory assistance.
5. Perform transfers.
6. Assist with bathing, grooming, and hair washing necessary for personal hygiene.
7. Perform turning and positioning.
8. Assist with medication (must be self-administered).
9. Apply and maintain prosthetics and orthotics.
10. Clean equipment.
11. Assist with dressing/undressing.
12. Provide assistance with food, nutrition and diet activities.
13. Accompany client to obtain medical diagnoses or treatment.
14. Provide services necessary to maintain client's personal health and safety.
15. Assist client to complete daily living skills such as personal/oral hygiene.
16. Assist with incidental household services.
17. Report changes in the client's condition and needs to the Registered Nurse.

### **Cashier**

Super America - Minneapolis, MN - March 2014 to September 2015

Assist customers with questions and direct them to the products they are looking for, complete cash and credit transactions, balance register and assure accuracy. Clean work area, stock and front-face merchandise, en quick

### **Receptionist**

First American Title Insurance - Minneapolis, MN - January 2015 to February 2015

Responsibilities

Provide support to Escrow office by answering phones, greeting customers, placing calls and other clerical duties to assist in completing escrow transactions.

- Assists with real estate escrow transactions by gathering, checking, and preparing documents; maintaining accounts; setting-up appointments.
- Operates PBX or multi-line telephone system to answer incoming calls and directs callers to appropriate personnel.
- Knowledge of Microsoft Office applications.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Receptionist**

New Beginnings Hair Salon - Chicago, IL - June 2009 to August 2013

Greeted visitors and clients. Initiated intake and follow-up interviews regarding human hair. Conducted health assessment to screen for allergies. Provided administrative services for the Office Manager. Answered all incoming calls and handled caller's inquiries. Kept reception area clean, organized and equipped with reading material. Facilitated monthly meetings to gain feedback, accept suggestions and implement new and improved ideas to keep customer satisfaction

### **Customer Service**

New Beginnings Hair Salon - Chicago, IL - January 2011 to August 2012

Maintained high standards of customer service during high-volume, fast paced operations. Communicated clearly and positively with coworkers and management. Mastered point of service (POS) computer system for automated order taking. Handled currency and credit transactions quickly and accurately. Followed procedures for safe food preparation, assembly, and presentation. Built loyal clientele through friendly interaction and consistent appreciation. Took initiative to find extra tasks when scheduled duties were completed

### **Teacher Assistant**

Gina's Day Care Center - Chicago, IL - March 2009 to January 2011

Provided input for bi-annual assessment of children's development. Maintained daily open communication with parents. Kept accident reports. Maintained confidentiality and report any suspected abuse to supervisor. Arranged a classroom environment in accordance to program goals and philosophy. Maintained a safe and healthy environment. Inspected and replaced damaged or lost materials. Attended in-service and staff meetings. Kept attendance and timesheet records. Met all applicable license regulations.

### **Customer Service**

Popeye's Louisiana Kitchen - Chicago, IL - February 2010 to February 2010

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Processed cash and credit transactions, accurately counted and provided change to customers, Maintained solid knowledge of products and services available in unit. Cleaned and stocked work areas. Assisted in locating, reconciling, and verifying the accuracy of transactions and operated equipment with peripheral electronic data processing.

## EDUCATION

### **General Studies**

Malcolm X College - Chicago, IL

### **Diploma**

Austin Career Education Center Chicago - Chicago, IL

## CERTIFICATIONS

### **Personal Care Assistant**

## ADDITIONAL INFORMATION

### Qualifications

- Self-managed professional and team player
- Self-motivated and positive leader
- Dedicated to quality service and follow-up
- The ability to listen closely to customers and empathize
- Good analytical thinker and communicator
- Excellent time management
- Punctual and detail oriented
- Cash handling