

JAYDEN WATTS

CONTACT

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 Rochester, Minnesota

EDUCATION

Business: Human Resources *Bachelor of Arts*

Bethel University
Saint Paul, MN | May 2021

Full Stack Web Development *Certificate*

University of Minnesota College of
Continuing & Professional Studies
Saint Paul, MN | May 2021

CERTIFICATIONS/ AWARDS

Microsoft Office Specialist 2016
(Word, PowerPoint, Excel)
Spring 2019

Minnesota PowerPoint Champion
Spring 2019

Skills

Business: Communication, Human Resources, Leadership, Microsoft Office, Project Management, Public Speaking
Technical: HTML5, CSS3, JavaScript, jQuery, SCSS, Graphic Design, React, node.js, npm

EXPERIENCE

Middle School Director

NorthRidge Fellowship | Rogers, MN | 2019 - PRESENT

- Design and facilitate activities twice a week while ensuring positive learning outcomes for over 50 students.
- Coordinate ongoing curriculum and lesson plans in collaboration with program director
- Direct and advise volunteers in order to foster a safe learning environment for youth to interact and grow.
- Demonstrate familiarity with Microsoft Office 365 through frequent use of Outlook, SharePoint, Excel, and PowerPoint in order to communicate with team members, share documents, log payroll hours, and prepare for lessons.

Web Design Intern

Bethel University | Saint Paul, MN | Summer 2020

- Demonstrated effective project management skills through the self-directed completion of various website projects.
- Displayed high levels of communication and collaboration through the translating of clients' needs into tangible web solutions.
- Integrated best practices in website design and development in order to improve user experience and site efficiency.

Front Desk

Five Star Ninja Warrior | Roseville, MN | December 2018 - May 2019

- Facilitated efficient scheduling to ensure maximized utilization of the facility and more enjoyable customer experience.
- Developed skills such as answering phone calls, booking appointments, upholding high degrees of customer service, and hosting events.

Guest Service Coworker

Kwik Trip | Rochester, MN | May 2018 - May 2019

- Maintained positive customer experience and ensured accurate cash transactions.
- Excelled in key performance metrics which met or exceeded employer expectations and was recognized.
- Served variety of customer needs and requests in a dynamic environment.