

Jessica Vazquez-Giron

Minneapolis, MN 55407

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to get hired and stay with a company for a long time.

Authorized to work in the US for any employer

WORK EXPERIENCE

Worker

Proto Labs, Inc. - Plymouth, MN - 2016-03 - Present

Responsibilities

Check for any products that are not acceptable to sell.

Skills Used

Fast paced and being able to spot the difference between items that are good and not good quickly.

Student intern

Fredrickson and Byron law firm - Minneapolis, MN - 2011-08 - 2014-06

- File promo- client information
- Alphabetize promo- client information
- Check lockbox for anything important
- Save files in desksite- client job information
- Helped with anything needed to be done
- Worked with IT, Finance and HR

Student worker volunteer

concordia university - Saint Paul, MN - 2013-08 - 2013-10

help make fruit salad

- Clean mirrors in the lunch line
- Make to go boxes for college students who don't have time to order.
- Make cookies for the next day

Student intern

Joyce Preschool - Minneapolis, MN - 2009-08 - 2011-06

Helped teacher in class

- Worked with children in reading
- Set up activities for the day- coloring, reading and other
- Spoke to parents about their child's behavior for the day

EDUCATION

High school or equivalent

Cristo Rey Jesuit High School - Minneapolis, MN

2009 - 2014

Human Resource

Saint Paul College-A Community and Technical College - Saint Paul, MN

2015

SKILLS

customer service, general office work, bilingual, organized, Answer Phones, Training people, Microsoft Office, Human Resources, Administrative Assistant

ADDITIONAL INFORMATION

My high school, Cristo Rey, trained us before becoming freshman's about general office work, how to answer calls and anything needed to be successful in the work force. We worked once a week and a Friday a month in a job that wanted to hire us and grow in for a year or until we graduate. I first worked in a preschool and then got transferred to a law firm, where I helped the Finance, IT and HR groups for 3 years. I learned Administrative work and how to transfer confidential files into a spreadsheet. I know how to adapt and am a hard worker.