

JAMIL MCQUINN

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JAMILMCQUINN21@GMAIL.COM

EDUCATION

Associated of Science, Computer Science
Glendale Community College

June 2023

High School Diploma

Los Angeles Center for Enriched Studies

June 2013

WORK EXPERIENCE

Glendale Community College District

April 2018 – Present

Custodian

- Prepare facilities through various activities including dusting, mopping, tidying, etc.
- Use and maintain power tools and equipment in a safe manner
- Maintain safe and clean facilities of assigned areas

Los Angeles Community College District

November 2016 – May 2017

Custodian

- Prepare facilities through various activities including dusting, mopping, tidying, etc.
- Use and maintain power tools and equipment in a safe manner
- Maintain safe and clean facilities of assigned areas

Brand Enhance

January 2016 – December 2016

Brand Specialist

- Prepare correspondence and documentation
- Compile daily volume reports for clients and appropriate accounts
- Prepare and enter data into prescribed computer database, files, and forms.
- Control basic accounting functions such as checking invoices and making deposits
- Enhances staff performance to meet and exceed operational goals, increasing profit by 15%

Joe's Auto Parks

October 2014 – December 2015

Supervisor

- Maintain accurate employee and client files and records
- Provide work direction to team members. Communicate performance, behavior standards and expectations; provide feedback for recognition and performance improvement
- Coordinate logistical arrangements and calendar for meetings, including booking travel, reservations, or organizing rentals.
- Provide positive customer service to clients
- File and organize paperwork used to enter data into computer program
- Review all data and reports for accuracy
- Answer phones and provide customer service

Big Lots

June 2013 – July 2014

Cashier

- Provide welcoming and positive customer services
- Recommend merchandise based on customer needs/request
- Present solutions to customer
- Coordinate company production and delivery schedules

SKILLS

- Experience programming JAVA, C++
- Networking Experience
- Organized, punctual, quick learner, good communications skills
- Efficient in Microsoft Word, Excel, PowerPoint,