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# JIANNE SOTO

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Santa Cruz, CA 95060 ♦ (310) 804-9278 ♦ Jianne295@gmail.com

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## PROFESSIONAL SUMMARY

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Hardworking and passionate student with strong organizational skills eager to work in a higher learning environment and ready to help out fellow students succeed.

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## SKILLS

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- Active Learning
- Flexibility
- Technological proficiency
- Punctuality
- Positive Learning Environment
- Cross-cultural communication

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## WORK HISTORY

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**Student Proctor**, 05/2024 - Current

**Social Sciences, & Humanities Department** – Santa Cruz

- Assisted in maintaining a quiet and focused testing environment for optimal student performance.
- Assisted in training of new proctors by sharing knowledge, experiences, and insights on effective strategies for maintaining a professional testing environment.
- Kept accurate records of exam attendance, documenting any necessary information such as late arrivals or early departures from the testing room.
- Upheld strict adherence to academic guidelines by reporting suspected incidents of cheating or dishonesty immediately.

**Exam Assistant**, 12/2023 - Current

**Disability Resource Center** – Santa Cruz

- Implemented innovative solutions for addressing common issues faced during examinations, resulting in smoother experiences for both students and staff.
- Supported faculty members in proctoring exams, ensuring adherence to time limits and proper procedures throughout the testing session.
- Facilitated smooth exam transitions, efficiently collecting completed tests and distributing new ones as needed.
- Enhanced test-taking experience by providing a calm and organized testing environment for students.

**Student Union Operators Coordinator**, 09/2022 - Current

**SOMeCA** – Santa Cruz

- Enhanced operational workflows by maintaining well-organized documentation systems and updating records accurately as needed.
- Monitored performance metrics consistently and implemented corrective actions when needed, contributing to continuous improvement initiatives.
- Enhanced customer satisfaction by responding promptly to inquiries and addressing concerns professionally.
- Resolved conflicts swiftly among team members through effective mediation techniques, fostering an amicable working environment conducive to collaboration.

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## EDUCATION

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**Bachelor of Arts: Game Design**, Expected in 06/2025

**University of California, Santa Cruz** - Santa Cruz, CA

- Dean's List Winter 2023
- 3.5 GPA

**High School Diploma**: 06/2021

**El Segundo High School** - El Segundo, CA

- 3.67 GPA
- College and Career Readiness Club Member
- Creative Writing Club Member

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## LANGUAGES

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**English**

Native or Bilingual

**Spanish**

Elementary

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## REFERENCES

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- (DRC) Nicole Albaum: 831-706-6853
- (SOMeCA) Cindy Hernandez: 650-422-1106