

# JAKE BATCHELOR

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## EXPERIENCE

**MAY 2014 – APRIL 2017**

**SHIFT MANAGER, SONIC DRIVE-IN**

Looked after the operational, and managerial duties, and functions. Supervised the work of other staff members, and organized the stocks, and other important equipment. Assisted the expert team members, and managers to recruit new employees for enhancing the local fast food business. Looked after the company policies, and procedures, and ensured high standards of customer service. Supervised the cooking zone and service area (i.e. lobby), maintained the hygiene of the restaurant for health and safety regulations

**APRIL 2017 – DECEMBER 2017**

**SHIFT MANAGER, PIZZA HUT**

See above.

## EDUCATION

**MAY 2016**

**HIGH SCHOOL DIPLOMA, V SUE CLEVELAND HIGH SCHOOL**

Graduated with a 3.8 GPA.

**APRIL 2018**

**CODING CERTIFICATE, DEEP DIVE CODING**

A 12-week intensive “bootcamp” where I learned how to code using Java for Java applications\software as well as Android apps. Also got decent exposure and knowledge of SalesForce and HTML languages.

## SKILLS

- Reliable to get work done on time/punctual
- Fast learner of new concepts
- Willing to put in long hours whenever necessary
- Detail oriented\Do quality work
- Great personal time management