



JAZZMYN SIMS

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(573)305-5539

**** Halcyon Blvd Montgomery, Alabama 36117

OBJECTIVE

Skilled in organizing and planning, with the capacity to finish tasks on time. An independent worker who effectively handles the demands of a hectic atmosphere while supporting a huge department with data entry tasks. solid familiarity with data entry technology and database management tools.

EDUCATION

University of Missouri

Bachelor's Degree | *Columbia, MO*

- B.S. Information Technology Engineering
- Minor in Human Development and Family Science
- Expected Graduation: Dec 2023
- "B" Average Scholar

Muriel Williams Battle High School

High School Diploma | *Columbia, MO*

- 3.5 GPA Honors Graduate
- Graduated: May 2019

EXPERIENCE

In-Home Patient Assistant

Help at Home | *October 2021 – Current | Columbia, MO*

- Provide basic patient care.
- Helping patients with several basic hygiene tasks such as bathing, dressing, cooking, and running errands.
- Medications reminders
- Transportation to and from appointments.
- Light housekeeping.
- Socializing and life enrichment activities.

In-Home Patient Assistant

Aging in Your Place | March 2021 – October 2021 | St. Louis, MO

- Provide basic patient care.
- Helping patients with several basic hygiene tasks such as bathing, dressing, cooking, and running errands.
- Medications reminders
- Transportation to and from appointments.
- Light housekeeping.
- Socializing and life enrichment activities.

Seasonal Merchandise Stocker

Michaels Inc. | November 2018 – January 2019 | Columbia, MO

- Merchandise recovery and go-backs.
- Help customers shop and find what they are looking for.
- Other duties as assigned.

REFERENCE

- Linda Townsend | Volunteer For | Email: spiritofhopefoundation2016@gmail.com
- Leslie Aguilar | Former AVID Teacher | Email: Leaguilar@cpsk12.org
- Lawrence Marks | Data Entry Volunteer | Email: Law30008@gmail.com

SKILLS

- HTML & CSS
- Pays close attention to detail
- 10-Key of 48 WPM with 94% accuracy
- Time Management
- Respectable knowledge with Word, Excel and PowerPoint.
- Digital Marketing
- Graphic Designer
- Proficiency with Canva
- Organization & Prioritization
- Adaptability & Flexibility