

Jasmine Rarugal
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202.904.9212
Pooler,GA

Objective:

Determined and creative leader with a natural curiosity and an eagerness to learn. Actively seeking to strengthen and exceed team goals as well as personal objectives. Ready to display an energetic focus and positive attitude.

Education:

Eleven Fifty Academy, Web Development Immersive Learning Program, Indianapolis, IN, January 2021

12-week immersive learning program for Web Development taught with industry-guided curriculum, real-world project-based learning, and 300+ hours of logged coding time and training
Ivy Tech Community College, coursework in Philosophy 101 and Business 101 indianapolis, Indiana, August 2020

Competencies & Functional Skills:

Problem solving, troubleshooting, creativity, visual communication, customer service, critical observation and thinking, organization, addressing and resolving business challenges

Technical Skills:

Retail: Experience as a receiving clerk, money handling, drop offs, inventory experience including cycle counting, customer service

Web Technologies: HTML, CSS, APIs, stateless components, session validation, responsive web design, UI design, JavaScript, GitHub, firebase, DOM manipulation, figma, Microsoft office suite, Google suite.

Administrative: customer service for 10 + years, time management. interpersonal skills, agile, kanban board, trello, scrum, email, fax, phone

Professional Experience:

Cocktail Hour: July 2021 - Today

worked as an administrative office assistant. Served as an office assistant to senior level employees in management. Suggested the development of new approaches, programs, policies and procedures to set standards for future approaches to issues. Create a training guide to help implement consistent workmanship for new employees. Review correspondence relating to complex and sensitive problems or issues and related them to senior members or managers.

Analyzing and evaluating office administrative operations and recommend changes to improve consistency and effectiveness of administrative operations

Kohl'sEFC 5:Nov.2019-Jan 2021

worked as a materials handler and in a supporting role in the loss prevention dept. learned and maintained physical security standards. Executed inventory audits, trailer audits and investigated missing inventory.Received live loads. Researched and interpreting information needed to prepare reports and to respond to requests for information.

Rug Rite: April2019- October2019

worked in the property management dept. as an order writer. Performed office administrative duties such as scheduling all jobs, controlling correspondence, monitoring emails and phone lines,creating HR tickets for installer's pay. Troubleshoot office support issues.

Olive Garden: Nov 2015 -June 2019

worked as a server and a delivery driver for catering orders. managing closing duties, knowledge of POS systems to communicate to the kitchen.Skillfully addressing and anticipating the needs of guests. Handling cash during the cashing out of guests and tip out at the end of shift.

Achievements & Awards:

Gold Badge reward for completion at ElevenFifty Academy (2021)

Blue Badge reward for completion at ElevenFifty Academy (2021)

Trophy for top 10 sales in regional division from Vector Marketing (2008)

