**Jonathan Mends**

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**EDUCATION**

**Bachelor of Business Administration Anticipated December 2024**

*Sam Houston State University*| Huntsville, TX

* Major – Management Information Systems
* Minor – Computer Science

**Associate of Arts May 2022**

*Lonestar College* | Kingwood, TX

* Major – Business

**Relevant coursework and Technical Skills**

* **Business Computer Apps**- Learned how to use word, spreadsheets, databases, presentation graphics, data analytics, and their uses in a business setting.
* Microsoft Office (Word, Excel, PowerPoint)

**EXPERIENCE**

**Checker May 2017 - Present**

*HEB*|Humble, TX

* Process customer transactions
* Operate POS system
* Assist and provide superior service to customers
* Assist and resolve customer issues

**Customer Service Assistant August 2016 - May 2017**

*HEB*|Humble, TX

* Packaged groceries
* Assist and provide superior service to customers
* Helped customers to their vehicles if needed
* Located merchandise

**Skills**

* Communication skills
* Ability to work in an organized and timely manner
* Willingness to learn