

Michael Jean-Jacques

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Education

University of New Hampshire, Durham, NH

December 2015

- Bachelor of Arts in Sociology
- Minor in Justice Studies

Work History

Courier

November 2015 - Present

Fedex Express, Boston, MA

- Safely operate a company vehicle to provide timely delivery and pick-up of over 200 packages and documents around the Greater Boston area.
- Assist the sales team by identifying and recruiting potential business to ship packages through Fedex's range of services.
- Maintain records, such as vehicle logs and records of cargo in accordance with Fedex regulations.
- Interact with customers to determine legality of packages including special requirements for dangerous goods and international shipments.

AmeriCorps Volunteer

August 2013 - June 2015

City Year Boston, Boston, MA

Service Leader (July 2014-June 2015) -

- Coordinate with school staff, Boston Public Schools facilities, and corporate sponsors to implement needed physical service projects in different schools and community centers.
- Lead numerous groups of volunteers in various community service projects ranging from organizing a school library to painting classrooms and murals.
- Facilitate visioning sessions with service partners and clients to gain knowledge and implement essential and targeted projects.

Corps Member (August 2013-June 2014) -

- Acted as math coordinator to foster positive attitude towards arithmetic by organizing school wide math based events.
- Tutored and mentored 23 seventh grade students to build positive relationships and reinforce classroom instruction.
- Met weekly with teaching staff to discuss student performance and to implement targeted academic initiatives.

CORI Advocate

February 2013 - June 2013

Boston Workers Alliance, Boston, MA

- Provided documents and guidance to convicted felons on how to seal their criminal history from timed-out convictions.
- Communicated with board members about upcoming meetings and other pertinent information.
- Scheduled and worked with clients on a walk-in basis to go over resumes.

PIC Summer Intern

June 2008 – August 2008

State Street Corporation, Quincy, MA

- Input checks and entered transfers into the database.
- Setup system to log all incoming faxes for the office.
- Basic office work including faxing, copying, and creating spreadsheets.

Community Service

Alumni Outreach Volunteer

Summer Search, Boston, MA

October 2016 - Present

- Was responsible for a caseload of male students of color from local high schools in the Boston area. To support Summer Search's recruitment goal of improving enrollment of Black and Latino male students.
- Foster relationships with perspective students to guide and support them during the various stages of the application process.
- Document conversations to highlight and resolve any concerns students/parents might have about the program.