

Jarred Robert-Anthony Harris
2718 Century Dr, Bakersfield CA, 93306
(661) 319-0572
jarredharris52@yahoo.com

Objective:

Seeking employment where I can utilize my computer and problem solving skills to further the goals of the company.

Education:

Bakersfield College, Bakersfield

Bakersfield, CA
08/2011 – 07/2022

Associate in Arts, Japanese	05/2021
Associate in Arts in History for Transfer	12/2021
Associate in Arts, Liberal Studies	12/2021
Certificate of Achievement, Information Technology	01/2022
Certificate of Achievement, CompTIA	12/2021
GPA 3.30	

Relevant Coursework: AutoCAD, C++, Java, Python, IT, CompTIA, Linux

Skills:

Languages: English, Intermediate Japanese

Technical: Microsoft Word, Excel, PowerPoint, Data Entry, Internet Research, CompTIA & IT

Communication: Customer service, written or verbal instructions, school activities & gatherings

Leadership: Public speaking, mission objective oriented, team player

Experience:

Uber

Bakersfield, CA

Driver

06/2021 – Present

- Delivery driver for products and food items with great customer service.
- Safe and efficient driver with a clean DMV record.
- Convenient and accountable driving.

Stria, LLC

Bakersfield, CA

Document Prep Specialist II – Warehouse Worker & Driver

06/2017 – 06/2020

- Document conversion process spanning from prep work, scan, QA & indexing of customer documents.
- Multi-project management of time and resources for completion deadlines.
- Warehouse management via reorganizing customer files and making delivery/pick-up runs on a planned schedule.

Panama Buena Vista Union Elementary
Instructional Intervention Aide

Bakersfield, CA
08/2016 – 04/2017

- Instructional aide for the care of special needs students to ensure quality and safety.
- Miscellaneous tasks for the preparation of class assignments among students.
- Documentation of tasks per individual school based upon student need.

Miyoshi Sushi
Server/Cashier

Bakersfield, CA
03/2014 – 07/2016

- Operation of cash register as well as serving of the meals.
- Cleanliness duties to ensure a hygienic business for patrons.
- Occasional assistance for kitchen staff and restaurant management (moving produce, customer complaints, issuing gift cards, cleaning duties, etc.)

Dream Builders Tutoring Service
Mobile Tutor

Bakersfield, CA
01/2014 – 01/2016

- After-school tutoring program for students K – 8th grade with lessons on Math/Reading.
- Development of course plans for the improvements of students in regards to classwork.
- Assistance for low-income students under the No Child Left Behind Act of 2001.

Love Sushi
Dishwasher

Bakersfield, CA
07/2013 – 12/2013

- Responsible for cleaning dishes and trays at a rapid pace.
- Assistance to kitchen staff with secondary tasks such as cookware and/or spill management.
- Manual tasks such as moving produce and reorganizing the restaurant freezer, cleanliness duties.