

# Jasmine Rucker

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## Summary

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My objective is to use the skills I have acquired through higher education, prior employment experience, and my unique multicultural background to enhance the quality of life in our community. I describe myself as a motivated administration professional skilled at building strong working relationships with fellow staff, supervisors and community members.

## Highlights

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- Exceptional organizational skills
- Analytical thinker
- Superb writer and editor
- Creative problem solver

## Accomplishments

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### 2005-2008 **College of Southern**

**Nevada**, AA Political Science

major

Phi Theta Kappa, 2006-08; Dean's List 2008

### 2010-2012 **Portland State University**, BS

Political Science major, minor certificate in Law and Legal Studies

Cum laude institutional honor awarded by the college of Urban and Public Affairs, 2012

## Experience

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### **Volunteer** Oct 2012 to Current

#### **Community Energy Project** – Portland, OR

- Worked with the nonprofit to facilitate free workshops on small-scale weatherization and lead poisoning prevention, as well as free weatherization and safety repairs to low-income seniors and people with disabilities.

#### **Product Specialist** Aug 2011- Mar 2012

##### **Macy's**– Portland, OR

- In charge of Coach, Michael Kors, and Dooney & Burke brand handbag merchandising.
- Served as liaison between specialty vendors and the department store.
- Managed an inventory of high-end product.

#### **Sales Representative, Dispensing Optician, 3rd Key** Sep 2009- Feb 2011

##### **Binyon's**– Beaverton, OR

- Provided medical oriented customer service, including insurance billing and coding.
- Chief safety officer ultimately responsible for overseeing OSHA inspections of the premises.
- Trained junior staff-members in safety regulations and standards; dispensing and repair standards; and insurance billing and coding for both private insurers and Medicare.

#### **Political Campaign Intern** Aug 2007- Jan 2008

##### **Nevadans for Hillary** – Las Vegas, NV

- Published press releases for the official Hillary Clinton campaign website.
- Trained and coordinated my fellow interns, and volunteers, in preparation for Nevada's first early primary caucus.

#### **Office Assistant, Receptionist** Feb 2005-Aug 2008

##### **LCR Appraisal** – Las Vegas, NV

- Acquired foundational office skill in accounting, word processing, and advanced records-keeping.
- Performed tasks utilizing Excel, Adobe, Calx Point, and Windows XP.