JACOB WYNNE (503) 327-9522 Jcbwynne@gmail.com Milwaukie, OR

Key Work Experience: Administrative, Government, Office/Clerical

Skills: Typing 65 WPM / 100% Accuracy, Including Touch 10 key

College training and personal experience with Office Suite `07, `10, `13

-Excel, Word, PowerPoint, Access, Lync, Outlook

Cash Auditing, Invoice Management, Customer Service, Note Taking, Information Organization, Project Management, Extensive Retail Experience, Previously Bonded

Native English Speaker, Fluent in American Sign Language, Basic written/verbal Spanish

Experience:

Fry's Electronics Inc., Wilsonville, OR (Sep 2011 to Jan 2013)

**Supervisor**

* Supervising sales and support staff of 17+ individuals
* Recommend hiring and disciplinary action
* Conflict resolution
* Sales
* Helped create and implement new company standard in product/customer interaction

Stein Oil Co., Oregon City, OR (Mar 2011 to Sep 2011)

**Assistant Manager**

* Managed 20+ people
* Handled employee discipline situations included terminations
* Conducted hiring interviews
* Managed store finances that included over $20k in daily sales

Federal Census Bureau, Salem, OR (Sep 2009 to Jun 2011)

**Enumerator**

* Self-responsible for completing pre-assigned work weekly and reporting in to supervisors
* Maintained confidential and Title 13 data
* Used computers and GPS to locate addresses and update records

Wilco Farmers, Oregon City, OR (Jun 2009 to Mar 2011)

**Fuel Attendant**

* Cash Management
* Customer Service
* Fuel Handling

Clackamas Community College, Oregon City, OR (Sep 2009 to Jan 2011)

**Language Tutor**

* Create individual and group lesson plans to reinforce in-class presentations and lessons
* Met with and conducted lessons with students
* Critical thinking regarding how to assist each student on a case by case situation
* Worked independently reporting my hours worked and student information to my supervisors

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Experience *(cont)*:

Tebo's Restaurant, Milwaukie, OR (Jan 2008 to Apr 2009)

**Line Chef**

* Preparing food
* Following Oregon food handling procedures
* Closing and opening the location

Education: Associates in General Studies Minor in Business Focus

Clackamas Community College; Oregon City, OR US; Jun 2010

Bachelors in Business Management and Leadership *\*Pending*

Portland State University; Portland, OR US

*\*Six credits remaining, expected winter 2013*

References:

Alex Elia Tyler Mitchell Matthew Johnson

Supervisor: Fry’s Electronics Coworker Coworker

*503-789-1566*  *503-544-6386* *503-931-1168*

Patrick Phelan Bryan Popma

Friend Friend

*971-275-4292* *503-757-6525*