

# JACOB FAIRWEATHER

jacobfairweather91@gmail.com  
Austin, TX 78751 · (903) 456-7964

## EXPERIENCE

---

### **Hollywood Feed** - *Store Associate/Keyholder*; Austin, TX

July 2022 - October 2022

- Performed sales duties in a bustling feed store, including POS, opening and closing the store, cleaning, stocking, and product facing
- Provided high-quality customer service to optimize customers' shopping experiences
- Educated customers on available product options to meet and exceed expectations

### **Birds Barbershop** - *Shop Manager*; Austin, TX

November 2021 - May 2022

- Managed up to eleven calendars simultaneously, ensuring each employee stayed on schedule for the day and received the maximum amount of clientele
- Provided exceptional customer service in person and over the phone, addressing any questions and concerns customers have in a professional and timely manner
- Generated a revenue report to present to our director to address concerns about lost revenue due to missed appointments

### **Jackson School of Geosciences** - *UT Austin* - *Administrative Assistant*; Austin, TX

February 2020 - October 2021

- Assisted advising staff and assistant dean by managing several calendars, processing physical and electronic records of academic forms, and responding to inquiries from students, faculty, and staff in a timely manner
- Ensured that the office is kept clean and organized everyday to maintain a pleasant environment for staff and guests
- Organized a virtual commencement ceremony and a virtual welcome for incoming freshmen during the COVID-19 pandemic

### **Lock and Key Services** – *UT Austin* – *Work Control Specialist (Temp)*; Austin, TX

September 2019 - January 2020

- Met and helped faculty, staff, students, and visitors in person by processing requests that they had in a timely and professional manner
- Maintained an accurate record and log of returned and checked out keys both electronically and physically
- Managed and performed several tasks at once by transitioning from one aspect of work to another as the need arose

### **Department of Computer Science** – *UT Austin* – *Student Assistant*; Austin, TX

June 2018 - August 2019

- Coordinated the assimilation of department of computer science class syllabi to ensure compliance with University regulations
- Gathered student/department data to assist direction of department-wide decisions, including data entry and manipulation
- Supported the efficient day-to-day upkeep and maintenance of the office by ensuring a well-stocked office, front desk coverage, greeting and directing visitors, answering and routing inquiries, and maintaining a pleasant environment for staff and guests

## EDUCATION

---

### **The University of Texas at Austin** Bachelor of Arts in Sociology, Major

May 2019

## VOLUNTEER EXPERIENCE AND ACTIVITIES

---

### **Austin Pets Alive!** – *Dog Walker and Foster*; Austin, TX

February 2021 - Present

- Provide enrichment and exercise to dogs at the shelter
- Foster dogs to create more space for other dogs needing shelter
- Actively market any current fosters to potential adopters

## ADDITIONAL INFORMATION

---

**Skills:** Microsoft Office (8 years), Google Suite (7 years)

**Work Eligibility:** Eligible to work in the U.S. with no restrictions