

Jasmine Moore
Portland, Oregon
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Professional Summary

A dedicated and experienced leader with a proven track record of success with coordinating and implementing large-scale trainings, meetings and events.

Education

Bachelor of Arts, Communication Studies, Portland State University, Portland, Oregon, Graduated: 2011

Skills

Proficient with Microsoft Office and Outlook, Adobe Photoshop and Lightroom programs, Google Docs, public speaking, supervisory experience, training coordination, coordination of meetings and events, cash handling.

Certifications

Communication Signals Collection and Processing, 520-hours, completed: Feb 10, 2016

Cryptologic Fleet Operator (K-231-1850), 200-hours, completed: March 21, 2016

Intelligence Specialist (A-243-1388), 560-hours, completed: May 11, 2020

Uniformed Victim Advocate, DOD-Sexual Assault Advocate Certification Program, Expiration: 02/2023

Background Clearance

Full Scope Top Secret Security Clearance

Experience

Petty Officer 2nd Class, United States Navy Reserves, 08/2019- Present

- Intelligence Specialist, 2019- Present

Petty Officer 2nd Class, Cryptologic Technician Collections, United States Navy, 08/2015 – 08/2019

- Training Supervisor, 2017-2019

- o Managed personnel of six in day-to-day administrative operations.

- o Assembled monthly presentations informing the Executive Officer of current training trends for command sanctioned training programs.

- o Maintained and disseminated meeting minutes for monthly training meetings with the Executive Officer.

- o Coordinated and implemented monthly Navy mandated trainings, resulting repeat successful compliance with Navy guidelines.

- Fusion Analyst, 2016-2017

- o Provided real-time analysis and support to customers.

- o Drafted 300 time-sensitive reports that resulted in publication of 100 intelligence products.

Cabela's, Tualatin, Oregon, 08/2014- 08/2015

- Club Booth Associate

- o Consistently provided timely and accurate daily feedback reports.

- o Implemented motivational strategies to increase the number of applicants, resulting in higher customer satisfaction and boosting employee morale.

- o Successfully and consistently followed credit information guidelines, set forth by banking regulations and the Patriot Act.

Saga City Media, Inc., April 2013- June 2013

· Advertising Sales Intern

- o Created, updated and assembled sales material.
- o Assisted account executives with various projects.
- o Compiled and managed advertising databases.
- o Assisted with sales and marketing events.
- o Binded media kits.

Aeropostale, Portland, Oregon, 04/2009- 08/2014

· Sales Associate

- o Provided consistent excellence in customer service from shopping to checking out, ensuring repeated return of clientele.
- O Maintained cash register ensuring proper cash handling procedures were followed, in addition to keeping a balanced till.
- O Managing store presentability by constant restocking empty shelves with new merchandise while maintaining cleanliness and superior organization of store during and after business hours.
- O Floorset: Setting up and moving around new product during closed times.

References available upon request.