

Jasmine Rudolph

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(720) 467-1250

EDUCATION

Front Range Community College, Westminster, CO —

General Psychology A.A.

January 2015 - May 2018

GPA: 3.78

Associates of Arts Degree in General Psychology

Completed Spring of 2018

Gateway to College, Westminster, CO — *High School*

Diploma

January 2015 - May 2016

GPA: 3.56

Began earning high school and college credits simultaneously at Front Range Community College

Received high school diploma one year ahead of schedule

Horizon Senior High School, Thornton, CO

August 2013 - December 2014

Attended traditional high school until Spring of Sophomore year

EXPERIENCE

WSP USA (Northwest Parkway), Broomfield, CO — *Help Desk / Back Office Clerk*

November 2018 - Present

Train new hires, perform daily Quality Checks on agents' work and provide feedback, track habitual offenders for Broomfield PD, assist BPD with investigations, assist corporate and project manager with numerous special projects

Temporary Back Office Lead

Temporarily took over duties while my lead was on Leave.

July 2020 – October 2020

Calculate performance stats for all Back Office agents, perform Quality Checks for agents, communicate with company lawyers regarding high balance accounts.

AWARDS AND HONORS

- Invited into Phi Theta Kappa Honor Society - Spring 2017
- Invited into National Society of Leadership and Success - Spring 2017 (Not currently admitted)
- Vice President's List (FRCC) - Spring 2017
- Elected as one of five "Voices" at FRCC Commencement Ceremony - Gave a speech at the Spring 2016 Commencement Ceremony

SERVICE

- Gateway Student Panel - (Fall 2015-Fall 2018) Served on a panel that provides guidance and any other advice for newly enrolled students of GTC
- Gateway Hiring Committee - (Fall 2016) Participated in the hiring process of a new GTC guidance counselor

SKILLS

- Persistency
- Organizing tasks/ideas
- Innovation
- Listening to others
- Public speaking