

Jesse Dispoto

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Education

B.A. in Sociology

June 2016

University of California, Santa Cruz

Work Experience

Catering Assistant, Specialty's Cafe and Bakery

June 2018 -

Current

Mountain View, CA

- Coordinated routes for catering orders, ensuring on-time deliveries to business all over the Bay Area
- Provided the highest standard of customer care to clients by building lasting relationships with them
- Inspected all orders, ensuring orders are properly packed and meet the food and safety regulations
- Responsible for execution of deliveries, setting up orders based on the needs and wants of the client

File Manager, Palo Alto Commons

April 2017 - May 2018

Palo Alto, CA

- Managed, organized and maintain confidential employee and resident files
- Reviewed incoming data and paperwork for deficiencies or errors before entering on a spreadsheet
- Developed an efficient filing system for creating, updating and retrieving files
- Managed past residents and employees, ensuring all information is kept on file for four years

Nonprofit Experience

Research Assistant, Working for Dignity; workingfordignity.ucsc.edu

January - May 2015

University of Santa Cruz, California

- Collected data from low-wage workers in Santa Cruz County using surveys administered through non-probability convenience sampling
- Organized and reported data in Microsoft Excel
- Analyzed data in order to draw conclusions on workplace issues and to determine improvements that could be made within a given workplace
- Presented the report to Santa Cruz City Council to increase awareness and gain insight on the most prevalent issues
- Conducted in depth follow up interviews with participants
- Visually documented and published images (with consent) of low wage workers and their work environment
- Composed visual representations to describe data through pie charts, bar graphs and histograms

Intern, Meals on Wheels, Community Bridges

January - April 2015

Santa Cruz, CA

- Dispatched driving routes for driver deliveries
 - Inspected meal packages before leaving en route
 - Kept nutritional information up to date, entered new data if needed
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Skills

HTML, CSS, Javascript, Social Media Marketing, Project Management, Content Development, Community Outreach, Sales, Teaching/Mentoring, Graphic Design; Adobe Creative Suite - Photoshop, Indesign, Illustrator