

# JASMINE HILL

📍 Columbia, MO | ✉️ [shadowhill12@gmail.com](mailto:shadowhill12@gmail.com) | 📞 417-592-0189

## 💎 Summary

Warm, reliable, and emotionally aware team member with 2+ years of experience in front desk and high-traffic service environments. Skilled at making people feel welcomed, staying calm under pressure, and keeping things organized behind the scenes. Looking for a part-time role where exceptional service, consistency, and kindness matter—whether it's helping a customer find their favorite pastry, book, or pet toy.

## 💡 Key Skills

- ✓ Customer & Guest Experience
- ✓ POS Systems & Cash Handling
- ✓ Multitasking & Organization
- ✓ Front Desk & Phone Communication
- ✓ Peer Training & Team Support
- ✓ Social Media: Instagram, TikTok, Facebook
- ✓ Light Inventory & Stocking
- ✓ Time Management & Patience

## 📁 Experience

### Front Desk Supervisor

📍 Mizzou Athletics Ticket Office – Columbia, MO

📅 Aug 2022 – May 2024

- Provided friendly, efficient service to 50+ daily guests at events and box office.
- Stayed composed during busy periods and helped maintain a welcoming atmosphere.
- Trained fellow student workers, leading to smoother front desk operations.
- Managed cash and ticket sales accurately and kept the space well-organized.

### Project Management Intern

📍 Brown & Root Industrial Services – Remote & Columbia, MO

📅 May 2024 – Jan 2025

- Assisted construction project coordination from the operations side.
- Communicated across teams to move tasks forward and resolve documentation delays.
- Suggested tools like Excel and AI templates to improve record-keeping.
- Balanced in-office and remote work while meeting deadlines.

## 🎓 Education

📍 University of Missouri – Columbia, MO

📖 Bachelor of General Studies (Expected May 2026)

- Concentrations: Mathematics, Industrial Engineering, Engineering
- Dean's Honor Roll: Fall 2022, Spring 2023, Fall 2024

## 🌱 About Me

I show up on time, learn quickly, and bring positive energy to busy environments. I'm available for part-time afternoon/evening shifts and enjoy spaces where people feel welcome and things run smoothly.