2802 Lake Colony Dr, Missouri City, TX 77459

[Jehlaniwilcher@gmail.com](mailto:Jehlaniwilcher@gmail.com)

**Objective**

Hard-working, dedicated, and determined second year college student and United States Airman working towards a degree in Management Information Systems with an active security clearance. Looking to secure an internship and gain experience for full-time employment.

## **Education**

Sam Houston State University, Huntsville, TX, **BBA Management Information Systems, May 2024**

* GPA: 3.35

Dulles High School, Sugar Land, TX, **High School Diploma, May 2020**

* 3.4 GPA
* Cum Laude graduate
* Honor Roll all 4 years

## **Experience**

## **Business Development Intern,** General Dynamics Information Technology, **June 2022- August 2022**

* Assisted HR Growth team in sourcing candidates for
* Created a newsletter

**Sports Agent Apprentice,** Lady Lib LLC, **January 2022- Present**

## **Health Services Management,** U.S. Air Force Reserves, **June 2021- Present**

* Secret Security Clearance
* Prepare, file, safe-guard, transfer and retire patient health records.
* Process requests for diagnostic tests, consultations, and referrals.
* Prepare patient related correspondence and orders for transfer, assignment, and aeromedical evacuation.
* Manage healthcare resources and facilities, including financial statements and reports.
* Coordinate release of information functions.

## **Server,** The Cheesecake Factory, **April 2021- January 2022**

* Responsible for taking guests orders and ensuring guests satisfaction.
* Performed food preparation duties such as assembling appetizers and making beverages in a fast-paced environment.
* Build and maintained guests’ relationships.

**Take-Out Specialist,** Lupe Tortilla Mexican Restaurant**, November 2019- July 2020**

* Operated Point of Sales terminals to input orders, split bills, and calculate totals.
* Collaborated directly with cooks and bartenders to serve food and beverage options in a timely manner.
* Packed take-out orders ensuring each order was prepared to satisfy the requirements of every guest.

**Take-Out Specialist,** Gringos Mexican Kitchen, **July 2018- November 2019**

* Enhanced guest satisfaction ratings by resolving difficult customers issues through completion.
* Answered phone inquiries to record take-out orders and respond to service questions.
* Upsold and educated guest on daily specials and other menu items.
* Cashier audit and reports.

**Skills**

Technical: Proficient in Microsoft 360 suite

Certifications: Southwest Professional Communications

**Courses**

Introduction to Business

Information and Communication in the Digital Age

Fundamentals of MIS with ERP

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**Major Projects**

C**ompany Analysis Project**

* Served on a project team of five with the duty to research to evaluate General Nutrition Centers (GNC) and devise a plan to pull the company out of bankruptcy.

**Coding with Scratch**

* Assembled and organized digital blocks in a sequential order to create a program. Scratch allows users to create programs without learning programming language.

**Leadership Experience**

Varsity Softball Player, Dulles High School, Sugarland, TX September 2018-May 2020

Varsity Softball Player, Liberty High School, Bethlehem, PA September 2016-June 2018

* Spent 15 hours a week practicing and volunteering to strengthen my skills and those of my teammates.