





LINDSEY JIMENEZ

CONTACT

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EDUCATION

2023 Bachelor of Science,
Computer Science and Information
Systems Engineering
Fort Hays State University
Hays, KS

2018 Associate of Arts
Moberly Area Community College
Moberly, MO

SKILLS

- | | |
|--|--|
| <input type="checkbox"/> Problem-Solving | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Collaboration |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Adaptability |
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Analytical |
| <input type="checkbox"/> Continuous Learning | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Office Administration | |

LANGUAGES



PROFESSIONAL SUMMARY

Highly motivated recent graduate with a strong educational background in computer science. Demonstrated passion for software development, mobile applications, and engineering and a drive to excel in the computer science sector. Eager to leverage theoretical knowledge and academic achievements to contribute to a dynamic team and make a positive impact. Possesses excellent problem-solving and critical-thinking skills, coupled with strong communication abilities. Fast learner with a proactive approach to learning new technologies and tools. Committed to continuous growth and professional development. Seeking an opportunity to gain practical experience and apply theoretical knowledge to contribute to the success of a forward-thinking organization.

EXPERIENCE

June 2022 – Nov 2022

Online Fulfillment Associate *Lowe's Companies, Winston Salem, NC*

- Processed and handled an average of 70 online orders daily, ensuring timely completion of payments, addressing customer inquiries, and resolving concerns.
- Maintained accurate and up-to-date inventory records for thousands of items on a daily basis, ensuring correct documentation and accessibility of product information, quantities, and availability 24/7.
- Monitored and supervised the retrieval and placement process for each order, maintaining a 96% accuracy level, minimizing errors, and ensuring the dispatch and proper arrangement of the correct items.
- Interacted and effectively communicated with an average of 80 customers daily through various channels, including in-person interactions, online platforms, and phone conversations.

May 2016 – August 2021

Front of House *Signal Mountain Lodge, Grand Teton National Park, WY*

- Achieved a cleanliness rating of 98% by consistently following established protocols and maintaining a pristine environment.
- Successfully assisted an average of 90-100 guests per day, delivering excellent customer service and addressing their needs promptly and professionally.
- Proficiently operated 4 different POS systems, facilitating seamless transactions and contributing to the smooth functioning of daily operations.

November 2019 – April 2020

Front of house staff, Bartender *Piccolo Cucina, Cairns City QLD, Australia*

- Collaborated with 8 team members to rotate through various front-of-house positions, ensuring smooth operations and fostering teamwork.
- Successfully handled 32 private parties, providing exceptional service and catering to guests' needs.
- Efficiently managed the entire bar and registers, processing an average of 40 transactions per shift.
- Oversaw an assigned floor section, attending to 5-12 tables of customers to ensure a positive dining experience.