

## Jacob R. Curley

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### EDUCATION

**Bachelor of Arts, Undeclared**  
Occidental College, Los Angeles, CA

Expected May 2021

**High School Diploma**  
Omaha Central High School, Omaha, NE  
GPA: 4.533 (weighted), 3.833 (unweighted)

Received May 2017

### EXPERIENCE

**Hy-Vee, Inc., Stocker/Courtesy Clerk**, Omaha, NE March 2015 - August 2017

- Learned on-the-job how to bag groceries, assist customers, stock shelves, clean and sanitize work surfaces and bathrooms, collect carts, organize a stockroom, and do odd jobs as needed
- Worked closely with managers and other coworkers to efficiently refill sale items, answer customer questions appropriately and quickly, and create a general atmosphere of superior customer service
- Hand-selected by managers for special tasks regularly, such as assisting with a delivery, covering for a short-staffed department, or handling independent projects like building displays

**Curley Immigration Law, PC LLO, File Clerk**, Omaha, NE June 2017 - August 2017

- Managed an independent project to scan files into PDF documents on an industrial copy/scan/fax machine and shred the physical copies
- Processed more than 150 case files over the span of three months
- All work was conducted after normal business hours, sometimes lasting as late as five or six o'clock the next morning

**Nebraska Alliance Realty, Properties Researcher**, Omaha, NE March 2017 - May 2017

- Investigated the condition and profitability of at least 345 land parcels for the purpose of bidding on tax liens
- Conducted all work as an independent contractor operating out of home

### ACTIVITIES

**Omaha Central High Band, Drum Major/Section Leader**, Omaha, NE June 2013 - May 2017

- Facilitated coordination between band directors and band members in creating and executing a marching show, as well as preparations for concerts and recitals
- Assisted band members with learning music, setting marching formations, and understanding the schedule of events for the band

**Sociedad Amigos de los Niños, Volunteer**, Tegucigalpa, Honduras

June 7-14, 2016

### SKILLS

**Computer:** Familiar with Microsoft Office (Word, Excel, Powerpoint), some knowledge of Python programming language

**A/V:** Experience with Canon DSLR cameras, iMovie, basic video editing, YouTube curation