

**JL****JACOB LEE**

8927 W SIERRA VISTA DR GLENDALE, AZ 85305

## OBJECTIVE

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A hard-working, self-motivated individual who believes the success of the team comes before the success of the individual. Dedicated to self-growth through first-hand experience. Currently looking for part time work experience.

## SKILLS

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- Works great with others and prioritizes the success of the team
- Resolves situations in a timely manner
- Quickly responds to crisis situations with a calm and collected attitude
- Adapts to policies, procedures, and techniques quickly

## EXPERIENCE

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### RESIDENT ASSISTANT • NAU HOUSING • JULY 2020 - CURRENT

- Operate desk by receiving and issuing packages, tools, information, and room keys
- Direct residents to proper resources and tools to help them succeed
- Facilitate social and educational programs and one-on-one conversations with residents
- Encourage a welcoming environment by being friendly to all individuals

### WAREHOUSE ASSOCIATE • AMAZON • MAY 2021 – JULY 2021

- Ensure quality requirements are met on returned goods
- Independently meet an hourly rate of work and maintain this each day
- Work in both solo and team operations each day
- Operate own station and keep it in an orderly condition

## EDUCATION

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### BACHELOR OF MECHANICAL ENGINEERING • DECEMBER 2022 • NORTHERN ARIZONA UNIVERSITY

Current GPA 3.3

## VOLUNTEER EXPERIENCE OR LEADERSHIP

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### Community Council

- Plan, organize, promote, and monitor events to create an inclusive community
- Collaborate with resident assistants and other organizations to complete tasks and create a positive community

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