**Jacob East**

**Cell (559) 321-1164**

**Jakeast8@gmail.com**

**Overview**

Exemplify leadership qualities and professionalism.

* Dynamic, Results-Oriented, Team Spirited, Self Starter and Motivator
* Excellent Communication Skills: create and maintain positive relations with staff and customers in high volume, faced paced operations
* Experience working with students of all levels and learning styles
* Advanced user of Microsoft Word and Excel

**Experience**

June 2007 – May 2009 Kaiser Permanente Fresno, CA

Volunteer in Children’s Clinic

* Customer Service
* Directed patients to correct departments

August 2011 – Present Clovis Unified School District Clovis, CA

Para Professional/Instructional Assistant

* Work with students with learning disabilities
* Worked on skills for school
* Worked on social skills and real world situations
* Handling students in the public

June 2013 – January 2014 Target Inc. Bismarck, ND

Stock Room/Sales Floor

* Friendly customer service
* Stocked Shelves
* Pull items for the floor quickly and timely

March 2014 – July 2014 Pride Inc. Bismarck, ND

Youth Mentor

* Working with kids with special needs & learning disabilities
* Teaching them social skills they will need in public
* Working with documents and files specific to each child

**Education**

2010 – 2011 University of San Diego, San Diego, CA

2011 – 2012 Fresno City College

2013 – Present University of Mary

References given upon request