

JACOB A. GATOR

Houston, TX | EvetteA@gmail.com | 832.555.7555

EDUCATION

University of Houston-Downtown

May 2016

Bachelor of Art in Philosophy

Minor: Rhetorical/Public Communication

Study Abroad Republic of China (Taiwan)

December 2013

- Compared Chinese and American Lifestyle cultures and created a rhetorical analysis of International Affairs

EXPERIENCE

UNIVERSITY OF HOUSTON – DOWNTOWN, Houston, TX

January 2013-May 2016

Student Success and Enrollment Management Assistant

- Managed 100+ confidential staff financial documents to maintain compliance with budget guidelines.
- Scheduled and coordinated meetings, interviews, appointments, events and other similar activities for supervisors.
- Informed 5+ new and current students daily about policies and services regarding enrollment reinstatement.
- Prepared expenditure and personnel documents to assist the Business Manager with expense reports.
- Operated multiline telecommunication system transferring calls, reviewed voicemails, and distributed daily mail.

UNIVERSITY OF HOUSTON – DOWNTOWN, Houston, TX

December 2008- May 2012

Sports and Fitness Receptionist

- Presented information at New Student Orientation to familiarize students with campus resources and programs.
- Maintained and managed the Fitness Challenge program to ensure the 50+ participants received up-to-date access to incentives.
- Initiated office supply orders and services requisitions to provide staff and students with adequate resources.

SHELL OIL PRODUCTS US, Houston, TX

June 2007 – May 2008

Operations Support Administrative Assistant

- Coordinated a busy travel calendar that included 6 international conferences annually, ensuring all events were successfully executed.
- Established, maintained, and updated files, databases, records, and other documents. Develop and maintain data for 100+ files utilizing MS Excel.
- Performed filing, faxing, copying, printing, collating documents, and record keeping and managed all other office administrative duties

LEADERSHIP EXPERIENCE & VOLUNTEERING

Phi Sigma Tau President, Houston, TX

05/2012-Present

(International Honor Society in Philosophy)

- Created and distributed visual media around campus to inform students and staff of upcoming events.
- Constructed the semester calendar to allow balance of student involvement and academic improvement.

Philosophy Club President, Houston, TX

01/2011-Present

- Envisioned and executed original events that acquainted students with professors and related majors.
- Held informational meetings with students interested in philosophy and explained requirements of the honor society application process.

Big Brothers Big Sisters of America, Houston, TX

08/2012-1/2013

- Drafted social media campaigns for the “Become a Big” and “Refer a Big” programs to recruit potential mentors.
- Updated and edited Big Brothers Big Sister’s website with press releases, news cover stories, and newsletters.
- Authored the “Big News” weekly electronic newsletter that is sent to over five thousand current mentors.