

JENELLE BACON  
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#### EDUCATION AND HONORS

San Diego State University  
B.S. with distinction in Finance, 2011  
Dean's List Honors at San Diego State University  
Certified Nursing Assistant (CNA)  
Certified Rehabilitation Nursing Assistant (RNA)

#### AFFILIATIONS AND VOLUNTEER

Member of the National Leadership and Honor's Organization Sigma Alpha Lambda  
Member of Finance and Investment Society at SDSU  
Member of Alpha Phi Sorority at SDSU  
Volunteer, 2002-2006, Boys and Girls Club San Jose  
Captain of Women's soccer team for Archbishop Mitty in 2002

#### WORK EXPERIENCE

##### *Contract Tutor, September 2016-Current*

Grade Potential

- 1:1 At home tutoring. I serve as a panelist that is called upon as appropriate based on information matching.
- I am currently focusing on Statistics as well as undergraduate general finance classes as I am the only qualified tutor on the panel for these subjects.

##### *Server/Banquet Server/Cocktail Waitress, 2013-2016*

Loft Bar and Bistro

- Organized and executed a variety of events with guests ranging from 100 to over 250 people.
- Kept constant communication with each businesses designated event coordinator to ensure setup, arrangement, and presentation (aligning with initial and overall vision).
- Maintained awareness and communication with all areas of service to efficiently coordinate functions and prioritize details of each event.

##### *1:1 Certified Nursing Assistant, 2013-2016*

Sole Proprietor; Gaudiosa Villamaria

- Responsible for patient's overall health and well-being as sole health care professional for the duration of each shift.
- Assisted with daily living activities and provided support in routine personal hygiene, transportation, safety, drug administration, meal preparation, and health needs.
- Encouraged mental stimulation through engaging activities, games, and basic teaching of technology related skills and computer related tasks.
- Monitored and vital signs and recorded any significant changes.
- Observed any day-to-day contrasts in behaviors, thoughts processes, and health complications.
- Kept a detailed log of daily actions and tasks completed to compile next itinerary.
- Organized and reported all relevant data to primary care doctors and immediate family.
- Assisted both with ambulation, toileting, and other basic needs.
- Prioritizing care was essential to managing both patients to ensure their safety.

##### *Teller, 2011-2012*

Bank of America

- Provided solutions based on comprehensive assessment of the problem and understanding customer needs and values.
- Maintained current and thorough product knowledge as well as competitor value offered and current market knowledge in order to provide a variety of relevant options to customers.
- Represented company culture and vision by adhering to company policies, procedures, and standards and maintaining professional appearance and delightful customer service.
- Worked with members of staff and team to ensure branch goals and needs for quarter were supported and achieved.
- Achieved accuracy in balancing and managing accounts. Oversaw personal employee cash bank of over \$50,000 on a daily basis.
- Consistently ranked in the top percentile of Bank of America tellers in the area and market. Market population exceeded 600 tellers and rank was determined by average sales, variety of product solutions sold, professional treatment, and accuracy per quarter.

##### *Fundraiser, 2008-2010*

San Diego State University Fund Center

- Representative for San Diego State's Alumni Finance Department
- Consistently exceeded fundraising required quotas.
- Built rapport with alumni in San Diego State's Finance department in order to hit department targeted needs.