

JESSE TOLBERT

(347) 828 4271

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With more than a decade's worth of work experience and an employ seasoned by a variety of professional work, Jesse is focused on expanding his clientele and combining a variety of his customer service skills in a charged and productive work environment.

PROFESSIONAL WORK EXPERIENCE

(current) In-Home Personal Aide (2022) Working in a client/patient clinical aide setting, with middle-aged patient living with sacridmyopathy. Role includes morning preparations, afternoon virtual assistance and task delegation, as well as overnight expectations.

LowerNine.org, Program Director and Crew Leader (2022) Programming coordination and planning directives with New Orleans based community re-build non-profit. Led teams of participating volunteers from national organizations and regional colleges.

Americorps MTCC, Montana Campus Compact, Program Coordinator (2016)

Coordinated scheduling and programming for Sidney, Montana Boys and Girls Club, youth programming and administrative operations.

205 3rd Ave SE, Sidney, MT 59270

OTHER WORK EXPERIENCES

1000 FIGS, New Orleans, Louisiana, Food Prep and Keyholder (2021-2022)

Mediterranean restaurant with full service, to-go and delivery. Bulk prep of full menu, opening and keyholder duties.

Hole in the Wall, Murray Hill, Barista and Greeter (2021) Australian coffee house, with locations throughout the Manhattan and Brooklyn Tristate regions. Trained in beverage and bar service in authentic cafe/restaurant setting.

La Colombe Torrefaction, Boston Barista and Greeter (2020)

Provisional coffee program, beginning in Philadelphia in 1994. Trained in Boston's Seaport District, providing customer service relations along with strict adherence to COVID-19 health policies.

Bristol Farms, Santa Monica, Juice Bar and Cashier (2017)

3105 Wilshire Blvd, Santa Monica, CA 90403

Lifefood Organic, Hollywood, Keyholder and Counter (2016)

1503 N Cahuenga Blvd, Los Angeles, CA

EDUCATION (background and experience)

(Lower school) **Boston Arts Academy**, Boston, Massachusetts Student Aid,
Assistant Teacher (2014) 11 Charles St, Dorchester, MA 02122 (current)

(University) Emerson College, Boston, Massachusetts (2008)

- Visual Media Arts, Writing for Film and Television (VMA)

OTHER SKILLS

1. Development Coordinator, Ani, Now (2019)
2. Social Media Programming and Interactive Liaison, Boston App/Lab (2019) -
Microsoft Word (current), Excel, Powerpoint.
3. Mac Os X 10.13.6.

***References available upon request*