

Jessica Baldwin

- Work experience**
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|---|-----------------------------|------------|
| 2002-2003 | Pizza Hut | Boise, ID |
| Server | | |
| ▪ Waiting tables, answering phones, running cash register | | |
| Cook | | |
| ▪ Making pizza, prep work, answering phones, running cash register | | |
| 2003-2004 | Elmer's | Boise, ID |
| Hostess and Cashier | | |
| ▪ Greeted customers with a kind and friendly manner | | |
| ▪ Checked up on customers to make sure they were receiving quality service | | |
| Bus person and Back-up personnel | | |
| ▪ Helped servers see to their tables and help keep their tables in a clean mannerly fashion | | |
| ▪ Checked up on customers to make sure they were receiving quality service | | |
| Server | | |
| ▪ Waited on tables | | |
| ▪ Checking up on customers to make sure they were receiving quality service | | |
| 2004-2005 | Pacific Lutheran University | Tacoma, WA |
| Front Desk Worker | | |
| ▪ Answered phones, questions, gave out packages, and handled money | | |
| ▪ Answered questions from residents, guests, faculty, and staff | | |
| Summer of 2005 | Commercial Northwest | Boise, ID |
| Cambridge and Dorchester Apartments | | |
| ▪ Cleaned recently vacant apartment | | |
| ▪ Helped maintain the grounds and the apartments | | |
| ▪ Office work – including paper work | | |
| ▪ Monthly rent collection and paperwork | | |
| ▪ Pool work | | |

2005- Pacific Lutheran University Tacoma, WA

Campus Safety – Video Officer

- Watch security cameras

Communications Officer

- Answered phones
- Questions regarding parking policy and general questions
- Dispatched radio traffic between CSIN base and field officers
- PLU emergency phone hotline and 911 calls – fire, intrusion, burglar, and hold up alarms – medical aids and car prowlers
- Kept dispatch notes

Education

2000-2004 Capital High School Boise, ID

High School Diploma

- Student Life Editor for Yearbook, Layout manager for Yearbook, Team Manager for Yearbook, Layout Editor for Yearbook, Officer for Honor Society

2004- Pacific Lutheran University Tacoma, WA

Intended History Major

- Outstanding service award, Wind Representative for Harstad Hall Council, Vice President of Harstad Hall Council, Vice President of Service for Circle K, Chair of Community Review Board.

Volunteer experience

Idaho: Little buddy lunch program, Idaho Food Bank, and Ronald McDonald House. **Washington:** FISH Food Bank, Tacoma General Hospital, Children’s Museum, Boys and Girls Club, Helping Hands. I have also organized events like Cards for Soldiers, Blankets for the Cold, and Back into the Streets to help the surrounding community.

Extracurricular activities

High School: Orchestra, Student Equality Achievement League, Honor Society, Yearbook, and Little Lunch buddy program.

College: Residential Hall Council, Circle K international, and Community Review Board.

Hobbies

Crocheting, knitting, reading, outdoor activities.

References

Monette Baldwin	Family member	208-325-8608
Roger Hudgons	Family friend	208-629-9216
Meredith Laing	Co-worker / friend	425-753-4905
Pat Clement	Co-coordinator Edgewood Food Bank	253-863-6199