

Jessica Juan-Aquino

31 Mcauliffe Road Randolph, MA 02368

Phone: (857) 233-3752 E-Mail: j13juan@siena.edu

Experience

Childcare Provider, Braintree, MA

2012-2016

- Provided a safe and caring environment for child
- Supervise children's activities in their own rooms and play areas,
- Plan, prepare and arrange nutritious meals for children

Dorchester District Court, Dorchester, MA

Summer 2015

Clerk Intern

- Assisted in answering phones, making copies, faxing, filing, data entry.
- Assisted in processing and maintaining legal documents.
- Aided people with any questions or problems involving a case.

Siena College, Albany, NY

2014 - 2015

Computer Science Lab Assistant

- Under guidance of CS faculty, assisted students with proper completion of lab material.
- Completed all lab/lecture exercises ahead of time to prepare and review material for errors.
- Supervised students during instruction and in the absence of the lead teacher

Volunteer Cook, Hoboken, NJ

2014 - 2015

- Worked with one co-worker to prepared food for at least 60 people
- Hands-on experience in baking, roasting, grilling, boiling, and frying meats, fish, vegetables, and other foods
- Took orders and delivered good results

Peoples Best Care Chiropractic, Brockton, MA

Summer 2014

Administrative intern

- Collected, compiled, arranged and retained reports, records, files and data
- Screened telephone calls and guests and resolved routine and multifaceted inquiries
- Direct visitors to the office to appropriate staff members

Education

B.S. Computer Science - Siena College, Albany, NY

- Expected graduation: 2017

Diploma Awarded - 2013 - Woodward School For Girls, Quincy, MA

Skills

- Fluent in Spanish
- Proficient in Microsoft Word, Excel, Power Point, Internet Research, and Social Media applications like Facebook and Twitter; Python & Java programmer.
- Interpersonal Skills - Able to get along well with others and accept supervision.
- Communications - Good written and verbal presentation skills.
- Attention to Detail - Concerned with quality. Produces work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- Flexible - Willing to try new things and is interested in improving efficiency on assigned tasks.
- Problem solving - Resolves in-depth queries in a methodical manner independently and with others to find appropriate resolutions, efficiencies and high level of quality.