

# Andrea Jackson

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## *Objective*

I am actively seeking an apprenticeship in which I can learn more about the information technology sector. I am interested in learning computer programming and writing code. I currently work doing basic web development, but am interested in growing my hobby into a career. I have strong problem solving and logical thinking skills.

## *Key Skills*

- Contingency Planning
- Action Oriented
- Deductive Reasoning
- Tactical Operations
- Handle Confidential Information
- Focused Execution
- Basic Math
- Quantitative Analysis
- Basic HTML
- WordPress

## *Work Experience*

### **Magnolia Coffee Shop, Barista**

April 2018

- I take customer orders and log them in our computer system. I am responsible for creating a positive and welcoming environment to increase customer satisfaction. I make specialized coffee drinks. During peak hours I handle many tasks simultaneously. I perform daily inventory reviews and report what items need to be restocked. I have also been using our branches computer system to help with shift scheduling and payroll. I also update our website with deals and coupons.

### **United States Army, Parachute Rigger**

June 2011 - March 2018

- The parachute rigger supervises or packs and repairs cargo and personnel parachutes, and rigs equipment and supply containers for airdrop.

## *Education*

### **George Washington High School**

High School or equivalent, May 2011