

Jackson Hanks

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EDUCATION

B.S. Biology | December 2022 (GPA 3.75)

Full Stack Web Development | Graduation August 2023

WORK EXPERIENCE

Wendy's Assistant Manager | July 2017 – March 2020

- Manage the restaurant on a day-to-day basis by overseeing and helping crew members.
- Maintaining the in and out flow of cash as well as creating end-of-day financial records.
- Aiding in customer complaints and questions.
- Organizing break schedules to increase restaurant efficiency while also maintaining Colorado labor laws.
- Recruiting and training new employees for all positions.
- Create weekly schedules of restaurant employees.
- Record both daily and weekly inventory to maintain product loss and order food, utensils, or other restaurant items as needed.

Personal Assistant to Mr. Helmar Nielsen | December 2022 – today

- Manage personal finances, including stock accounts, bank accounts, and owned businesses.
- Manage medical appointments and procedures.
- Partake in all interpersonal communication including written notes, phone calls, texts, and emails.

Executive Assistant at Cardinal Tracking | January 2022 – today

- Manage RFP task distribution and completion.
- RFP research to determine if all laws and regulations can be maintained by current company procedures.
- Partake in all interpersonal communication for company CEO.
- Follow leads and determine new clients for sales team.

RESEARCH

Tetracycline Antibiotic Resistance | January 2019 – August 2019

Greater Yellowstone Area Grizzly Bear Tracking and Natural Adoption | August 2019 – May 2020

Colorado Floral Species Diversity | August 2020 – December 2022

SKILLS

- Strong academic record
- Highly organized and detail oriented
- Written and verbal communication
- Proficiency in Word Processor
- Proficiency in Excel
- Proficiency in IBM SPSS processor