

MITCHELL C. JASPER

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EXPERIENCE

October 2016- June 2017 Internship/Work-Study, *Bellingham Vet Center*

Worked in an office setting providing customer service to veterans, and the families of veterans who were interested in utilizing the services of the Vet Center. The individuals seeking services often arrived upset, so it was necessary to use interpersonal communication skills in order to best serve the individual.

February 2011- March 2013 Work-Study, *Department of Veterans Affairs Education Office*

Proficient in keeping accurate records of all of the student-veterans/student-dependents on campus; both current and former. Regularly updated the student-veterans/student-dependents paper records, and also their electronic-records, by either personally calling them when something was needed, or speaking to them in person. Continuously conducted business in a professional manner, so that every student-veteran/student-dependent was taken care of within the scope of the positions capabilities.

June 2007- April 2009 Armory Steward, *United States Marine Corps*

Coordinated with others to ensure that the armory functioned at a high level, while simultaneously handling multiple projects. Responsible for the whereabouts of about 1.5 million dollars-worth of government equipment. Recorded serialized items, and conducted daily inventories that guaranteed that all of the gear was accounted for. Received an award for the work accomplished while the unit was on a deployment.

SKILLS

Customer Service Ability to demonstrate the skills necessary to serve clients in a respectable manner, so as to reflect the organizations mission.

Clerical Experience keeping an office in order to ensure that it reflects: functionality, orderliness, and professionalism

Leadership Participated in roles to oversee the completion of both personal, and group projects, in various settings.

Understands the importance of accurate record keeping, and how to pass that knowledge along to others through demonstration and directions.

EDUCATION

2015- 2017 Bachelor of Arts in Human Services, Western Washington University, 3.55 GPA

2012- 2014 Associates Degree, *Shoreline Community College*