

Jahnyah R. Jacobs

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EDUCATION

Cristo Rey Philadelphia High School

Philadelphia, PA

- College Preparatory Curriculum
- Work Study Program

EXPERIENCE

St. Ignatius / Our Mother of Sorrows Catholic School PA

Philadelphia,

Education Intern

September 2018- Present

- Distribute pretzels for weekly pretzel sales for entire school.
- Assisted teachers in classrooms with student assignments
- Improved classrooms by creating decorations
- Monitored daily lunches for student behaviors

Federal Reserve Bank

Philadelphia, PA

Accounting Intern

September 2017- May 2018

- Participated in weekly office meetings
- Organized confidential bank information into an excel spreadsheet
- Organized IT departments devices for vending machine
- Organized and and Recorded IT inventory

Somerset Academy

summer camp counselor

- Interacted with kids (Infants , Toddlers, children)
- Helped with food preparations / serving
- Attended student trips

Rita's Italian Ices

Treat Team member

- Customer service
- Organize the store
- Make a variety customers orders

SKILLS

- Basic knowledge in Microsoft Excel
- Proficient at Microsoft Powerpoint and Word
- Social Skills
- Team work
- communication skills
- public speaking

ACTIVITIES

Cristo Rey Philadelphia Black Student Union

September 2018- Present

Representative/Advocate

Campus Ministry leader

June 2019- Present Representative/ Leader