**Jake Melvin**

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**EXECUTIVE SUMMARY**

Current Finance major at the University of Central Florida with 1 year of customer service experience who is skilled in forming strong relationships with clients to incentivize recurring business and incur business growth. Adept at problem solving on the fly and finding remedies to potential issues that may occur. Tenacious, coachable, and determined to be successful.

**EDUCATION**

**University of Central Florida**, Orlando, FL August 2023 - Present

Finance, BSBA (Expected Graduation Spring 2025)

Current GPA: 3.80

**St. Petersburg College,** Clearwater, FL August 2022-June 2023

Associate of Arts degree

3.94 GPA

**RELEVANT COURSEWORK**

* International Financial Management (Summer semester 2024)
* Marketing (Fall semester 2023)
* Professional Selling (Summer semester 2024)
* Business Management (Spring semester 2024)
* Equity and Capital Markets (Summer semester 2024)
* Finance (Spring semester 2024)

**PROFESSIONAL EXPERIENCE**

**Publix** – Largo, FL April 2022 – May 2023

Stock Clerk

* Managed all aisles of store, providing optimal service to customers, no matter their request
* Encouraged sale of Publix-brand items on a frequent basis, generating more revenue for the Publix brand
* Ensured safety of customers and fellow colleagues by identifying potential hazards on the sales floor
* Prepared the store all night shifts for opening the following day, organizing and stocking product to be the most aesthetically pleasing to customers
* Helped superiors set product displays, and helped during natural disasters (Hurricanes)

**VOLUNTEER EXPERIENCE**

* Volunteer coached youth football June 2019 – November 2019

**ADDITIONAL INFORMATION**

* Certified In Microsoft Word 2016
* Certified in Microsoft Excel 2016, 2019
* Certified in Microsoft PowerPoint 2016