

# Jim Jaime

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## EDUCATION

**Cristo Rey Jesuit Milwaukee High School** – Milwaukee, WI

Expected Graduation: May 2024

## PROFESSIONAL EXPERIENCE

**Reinhart Boerner Van Deuren (August 2023 - June 2024)**

*Corporate Work Study Intern; Milwaukee, WI*

- Installing and configuring hardware and software systems
- Helping coworkers with software or computer issues by troubleshooting
- Mailing and shipping technology to employees of Reinhart

**Junior Achievement (August 2021 - June 2023)**

*Corporate Work Study Intern; Milwaukee, WI*

- Researched potential charitable donors that would help in fundraising
- Help create and manage Excel spreadsheets that would be used by coworkers
- Worked in companies' databooks and added/modified information
- Helped with mailing/filing to people of high importance

**Target (July 2023 - Present )**

*Milwaukee, WI*

- Manage funds of the store
- Offering assistance to consumers who are confused or in need of financial compensation
- Guest advocate and maining a welcoming environment for customers

## AWARDS & ACHIEVEMENTS

- "Achievement Award - English" (2022) - Given by teacher to one student quarterly due to academic growth
- "Achievement Award - Ignation Innovation" (2022) - Given by teacher to one student quarterly due to academic growth

## VOLUNTEER ACTIVITIES

- Cristo Rey Admissions team (2021-2023, 20+ hours) - Helped in Open Houses, freshman welcoming days, and making new Cristo Rey Students feel welcomed.

## EXTRACURRICULAR ACTIVITIES & CLUBS

- Junior Varsity Basketball (2023, 50+ hours )- Was on the Junior Varsity basketball team
- Apprenticeship in Medicine (2023 40+ hours) - A summer program at the Medical college of Wisconsin where I took anatomy classes, participated in dissections, and even presented in front of a large audience.
- Robotics (2021, 20+ hours) Was apart of my robotics club at CRJ during freshman year
- Graphic Novel Club (2022, 50+ hours) Was in the Graphic Novel club throughout my sophomore year.
- Dungeons and Dragons Club (2022, 30+ hours) Participated in the Dungeons and Dragons club throughout my sophomore year

## SKILLS

- Proficient in Microsoft Office and Google Suites
- Natively Fluent Spanish Oral and Written
- Proficient in Excel Spreadsheets
- Fully Bilingual