

Jenica Portillo
305 S. Chastain St, Alpine, Texas, 79830
(432) 244-7226
jenicaportillo33@yahoo.com

Objective

To obtain a part-time job in an office environment utilizing teamwork and computer skills.

Education

University of Connecticut, Stamford, CT August 2022 - December 2024

Bachelor of Arts, Psychological Science degree

GPA: 3.219/4.00

Alpine High School, Alpine, TX

High School Diploma

GPA: 3.67/4.00

Honors and Awards: Graduated with honors and was awarded multiple scholarships

Work Experience

Alpine Plumbco, Alpine, TX June 2022 – August 2022

Apprentice Plumber Plumbco June 2021 – August 2021

June 2020 – August 2020

- Worked with customers who had issues with plumbing
- Demonstrated teamwork abilities with employees and customers
- Ensured that clients got the best service and were satisfied with repairs

Residential Life, UConn, Stamford, CT August 2024 – December 2024

Residential Life, UConn Stamford, CT August 2023- May 2024

- Worked with professional staff to assist them with move into residential halls
- Demonstrated teamwork abilities as well as being flexible
- Ensured that all residents felt comfortable and safe
- Conducted programs/events for residents to attend to
- Conducted roommate mediations
- Conducted rounds in residential halls to ensure safety

Ceder Coffee and Supply, Alpine, TX January 2025 - present

Kitchen Manager

- Overseen kitchen operations to make sure kitchen operations were functioning at their highest quality
- Showed leadership and team management that made the environment comfortable and flexible
- Made sure inventory and cost management were evaluated often
- Made sure everything was up to date with health and safety compliance
- Demonstrated good customer service

Activities

National Honor Society, Alpine High School, Alpine, TX August 2020 – May 2022

- Participated in community service around the city (highway clean ups and helped with the food pantry).
- Helped with voting for class presidents along with helping new students to their new classrooms.

Student Council, Alpine High School, Alpine, TX

August 2019 – May 2022

(Participated all four years of High School)

- Helped host school dances along with decorating
- Made decisions that helped the student body be more successful as students

Volunteer Experience

December 2019

Rang the bell for the Salvation Army, Salvation Army, Alpine, TX

- Rang the bell around Christmas time outside of Porters Thriftway

March 2021

- Highways clean up with the Captain of the Sheriff's department

Skills

Learned leadership skills from being team captain of the varsity basketball, softball team, and being a residential assistant at the UConn Stamford dorms. Learned communication skills by having to communicate with team members in certain situations, as well as learning how to problem solve as a team.

Problem solving, listening skills, presentations, customer service, teamwork, organization skills, de-escalation, Cardiopulmonary Resuscitation (CPR)

Computer skills: Microsoft Word, PowerPoint, Excel; Google Slides, Google Sheets, and Canva.

Certifications

Food handlers' certificate; issued 1/9/2025. Expires 1/9/2028.

CPR certified. Training during senior year of high school. Second training during fall semester 2024 of college.

Stop the Bleed certified. Trained during fall 2024 semester of college.

Interests

Interests: playing sports, hiking, playing piano, working out, hunting, fishing, collecting