
Jessie Wise

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SKILLS

Precise, problem-solving individual with powerful critical thinking skills. Strong, independent worker with proven ability to multitask between jobs and departments. Excels at analyzing procedures to improve efficiency, communication and to keep a company moving toward its mission statement.

EXPERIENCE

Titan Ballistics, Orange, CA – *Chief Compliance Officer*

December 2015 - PRESENT

- Responsible for all company finances, investments and administration
- Manage a sales team of five
- Create and oversee processes to remain compliant with government regulations.

Long Beach City College, Long Beach, CA - *Math / Science Tutor*

November 2019 - PRESENT

- Tutor individual students in all levels of math through pre-calculus and statistics
- Perform group tutorials for groups of two to 10 students on a given lesson
- Work in classrooms assigned to a single professor as a math aid

European Auto Source, Anaheim, CA - *Bookkeeper*

February 2014 - December 2015

- Manage all accounts payable / receivable duties
- Perform monthly bank and inventory reconciliations

Audiovox Electronics Corp, Long Beach, CA - *OEI Category Specialist*

June 2016 - February 2014

- Drive B2B, expeditor and distributor sales of evolving product line
- Resolve escalated OEI technical support tickets
- Assist Product Manager with planning, testing and releasing new products and updates

EDUCATION

California State University Long Beach, Long Beach, CA

August 2020 - Present

- Civil Engineering Program - Expected graduation December 2022

Current GPA 3.6

Long Beach City College, Long Beach, CA

August 2013 - June 2020

- June 2016 - Associates in Arts - Social Sciences
- June 2017 - Associates in Science - Physical Sciences
- June 2019 – Associates in Science - Geography

COMPUTER SKILLS

- Type 80+ WPM including number pad with high accuracy
- Highly proficient with Quickbooks, Microsoft Office Suite and Windows environment
- AutoCAD – Beginner
- ArcGIS Pro – Beginner/Intermediate
- Experienced with social media and internet research
- Able to learn new software quickly and thoroughly