

JACK DOYLE

HR CLERICAL ASSISTANT

ABOUT ME

Highly motivated, dependable, and loyal computer science student with a strong background in administrative management, problem-solving and customer service. Proficient in technology and equipment, with extensive experience as a radio production manager, showcasing expertise in setup and team leadership. Committed to delivering exceptional customer experiences and results-driven performance, eager to contribute effectively to any organization.



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EDUCATION

Bachelors Degree in Computer Science

- Rhode Island College
- Providence, RI, USA.

Bachelors Degree in Artificial Intelligence

- Rhode Island College
- Providence, RI, USA.

WORK EXPERIENCE

Best Buy

Nashua, NH

Oct 2020 - Present

Product Flow Specialist & Host

The role involves handling bank deposits and financial tasks with utmost accuracy and reliability. Punctuality is a key aspect, as it requires meeting strict deadlines for depositing funds and completing financial responsibilities promptly. The position demands a high level of attention to detail and a commitment to maintaining financial integrity within the organization.

- Prepare and create bank deposits.
- Took customer facing issues, such as order management issues, and concerns.
- Analytical thinking: to think analytically and creatively enables the ability to tackle problems effectively, for a smooth and seamless experience.

90.7 WXIN

Providence, RI, USA.

Sep 2022- Present

As a Radio Production Manager, the role requires in-depth knowledge of radio equipment and software to ensure the seamless and smooth operation of the radio at all times. The position demands expertise in managing and troubleshooting radio systems, guaranteeing uninterrupted broadcasts and maintaining a high standard of audio quality.

- Knowledge with professional radio equipment.
- Problem-solving with budgets & events.

Rhode Island College Office of Human Resources

Providence, RI USA

2024 - Present

Clerical Assistant
Experienced Human Resources Assistant for Rhode Island College. Proven in efficient task management, remote and onsite support, scheduling, and data organization. Skilled in collaboration tools, detail-oriented, and proactive in standard, or remote work.

- Implemented effective communication coordination strategies, fostering seamless interaction among team members and enhancing overall efficiency in HR operations.
- Demonstrated expertise in maintaining a high level of accuracy in HR tasks, ensuring meticulous record-keeping and data management for optimal organizational performance.

SKILLS

- Money Management
- Teamwork & People
- Critical Thinking
- Time Management
- Proficient in technology
- Professional Equipment knowledge
- HTML

ACHIEVEMENTS

Rhode Island College Anchor Award
Providence, RI, USA.
October, 2022

Rhode Island College Rising Star Award
Providence, RI, USA.
May, 2023