

Jaia Angeles

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PROFILE

Graduated with a Bachelor's degree in Business and Finance at the University of West Georgia with excellent military achievements for over four years. Possesses leadership, management and organization skills with fluency in English and Tagalog as a native language. Extensive research abilities with a keen eye for detail, and immensely ample at working with a team

EDUCATION

University of West Georgia
Bachelor of Business: Finance

Carrollton, GA
Graduation: December 2022

RELATED COURSES:

(Principles of Accounting I & II); (Management of Information System; SAP Concentration); (Business Communication); (Financial Statement Analysis); (Foundations of Business and Spreadsheet Analysis); (Statistics for Business I & II)

CERTIFICATIONS:

HIPAA and Privacy Act Training
Defense Health Agency | 2021

WORK EXPERIENCE

Motor Transport Operator

U.S Army National Guard

March 2018- Present

Lagrange, GA

- Supervise and operate wheeled army vehicles over all types of terrain to safely transfer cargo, troops and provided mobility on all missions
- Conduct vehicle deficiency reports to give an accurate account to maintenance companies

Chemical, Biological, Radiological, and Nuclear Specialist

U.S Army

July 2021- July 2022

Pyeongtaek, South Korea

- Certified in HAZMAT Operations and handling of toxic and hazardous chemical substances
- Organized and led CBRN classes and training for over 140 soldiers. Sessions were focused on ensuring safety and mitigating risks when decontaminating and handling hazardous materials

Retail Associate

Ross Inc.

August 2017- March 2018

- Assisted customers with their shopping needs and promoted discounted items to customers. Provided excellent customer service during checkout and while processing returns and handling customer complaints

LEADERSHIP

Platoon Leader

U.S Army, South Korea

July 2021- July 2022

- Worked as a training Platoon leader to hold 27 assigned soldiers accountable and led CBRN classes and training for over 140 soldiers

Finance Club VP of Social Media

University of West Georgia, Carrollton, GA

August 2022- December 2022

- Supervised and coordinated events on all social media platforms. Promoted club activities to increase student involvement

Company Event Organizer

July 2021- July 2022

U.S Army, South Korea

- Served as the company event planner and organizer. Scheduled a multitude of parties and different events for the company events of over 140 soldiers

VOLUNTEER EXPERIENCE

U.S Hunger

September 2017

- Provided assistance to individuals and families affected by Hurricane Irma
- Packed and delivered food boxes to be distributed towards families in need

Reflections of Trinity

March 2020- September 2020

- Provided groceries to individuals and families affected by Covid-19 pandemic at nursing homes and low-income communities in the Metro Atlanta area.
- Helped raise donations for Reflections of Trinity and registered over 200 families per week for assistance program

SKILLS

Proficient in Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Planning and Organization, Fluency in Tagalog, Customer Service, Time Management, Leadership