

Jake Almeida

OBJECTIVE

To be hired and become an integral team player within this organization.

EXPERIENCE

Legislative Aide/Chief of Staff

Alaska State Legislature, Juneau, Alaska

2018 - Present

Staff for Majority Senate office for two legislative sessions and one interim session. Served as the committee aide to the senator when he chaired the State Affairs Committee, assisted the senator with note taking in committees, managed the senator's daily calendar, took a majority of the phone calls the office received and coordinated communication between the Chief of Staff & the senator, responded to emails on behalf of the senator professionally, took meetings for the senator with constituents in office, went to in district community council meetings to give updates on behalf of the senator, and worked constituent issues in the office for the senator.

Alaska Operations Intern

Goldbelt Inc., Juneau, Alaska

2019

Served at the pleasure of the Vice President for the Alaska Operations Department, establish an ongoing project for the duration of my 90-day internship, build spreadsheets about shareholder information, tour & become familiar with Alaska operations facilities, and assist the Security Department with new employee training.

Legislative Senate Page

Alaska State Legislature, Juneau, Alaska

2017

Greeted senators and prepared committee members desks before floor session, unobtrusively hand out amendments to senators during floor session, setup and breakdown committee meetings, distribute paperwork throughout the day to senators offices, supply coffee urns and replenish in Senator's offices, transport Legislators to and from the airport safely, and maintain decorum in Senate Chambers.

Administrative Assistant

Denali Law Group, Wasilla, Alaska

2014 - 2016

Performed general office work and manual labor, scan and print, stuff envelopes, errands, clean and organize as needed, special projects as assigned.

Customer Service Representative

Alaska Fudge Company, Juneau, Alaska

2016 - 2018

Greet and serve customers, handle cash, make change, restock products, transfer supplies between stores, and clean.

Dishwasher / Busser

Turkey Red, Palmer, Alaska

2015 - 2016

Seat customers and assist servers as needed, bring water and menus to customers, deliver meals, clear tables and wash dishes.

Jake Almeida

[REDACTED] / [REDACTED] / [REDACTED]

Education

Palmer High School, Diploma	Graduated 2016
University of Alaska Southeast, (Pre-Requisites)	2017
University of Alaska Southeast, Ted Stevens Legislative Internship Program	2018

Skills & Abilities

Excellent customer service skills, hard-working, efficient, dependable and works well under pressure.

References

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]