

Jake Hendricks

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EDUCATION

Central Michigan University

Bachelor of Science in Business Administration

Major: Law & Economics; Minor: Finance

Mount Pleasant, Michigan

May 2020 [Expected]

GPA: 3.93

PROFESSIONAL EXPERIENCE

Bay Area Career-Tech Center

Office Co-Op

Traverse City, Michigan

August 2015 - August 2016

- Interacted with clients in a positive manner to efficiently and effectively service their requests.
- Greeted clients upon arrival and directed them to their engagements in a timely fashion.
- Promoted the Career-Tech Center actively to expand our reach within the community.

La Señorita

Cook & Meal Preparation

Traverse City, Michigan

July 2014 - August 2015

- Operated the grill professionally to ensure food was cooked properly and quickly.
- Prepared food in accordance with all safety and health regulations.
- Cleaned and maintained the kitchen area to promote a safe and clean work environment.

PROFESSIONAL DEVELOPMENT

Business Residential College

Student Member

Mount Pleasant, Michigan

August 2016 - Present

- Participate enthusiastically in service, leadership, and networking opportunities.
- Collaborate with other members of an academic living-learning community.
- Improve professional abilities through professional development meetings.

Student Budget Allocation Committee

Committee Member

Mount Pleasant, Michigan

August 2016 - Present

- Screen budget requests from Registered Student Organizations to allocate CMU funding.
- Cooperate with other committee members to evaluate budget requests as a team.

Student Government Association Representative

Government Affairs Committee

Mount Pleasant, Michigan

August 2016 - Present

- Work actively in the House to modernize legislation on behalf of the student body.
- Convey information from the student body to ensure their voices are valued and respected.

Leadership Safari

Registered Participant

Mount Pleasant, Michigan

August 2016

- Advanced leadership skills and networked with other students to build positive relationships
- Functioned in a diverse environment, while exploring different points of view.
- Demonstrated the ability to overcome challenges with leadership abilities.

COMMUNITY OUTREACH

CMU Flint Service Trip

- Aided the community of Flint by empowering the community through volunteering.
- Revitalized playground equipment to assist the community of Flint.

Flint, Michigan

September 2016