

Jakaela Wells

2800 Saint Andrew Sq, Apt 2253, Allison Park, PA 15101

Cell: (412) 983-0467 • jakaela.r.wells@gmail.com

Qualifications

Highly focused and responsible high school student guaranteed to contribute strongly within a business role requiring being friendly, enthusiasm, having positive attitude, and an exemplary work ethic.

- **Communications:** Convey information persuasively both orally and in writing. Facility for building positive relationships with others with positive attitudes, helpfulness, and cultural sensitivity.
- **Teamwork:** Able to apply lessons learned as a student to motivate and support all team members in assigned tasks and projects.
- **Technical Proficiencies:** Solid command of Microsoft Office Suite (Word and PowerPoint) and social media. Swift learner.

Education

Hampton High School, Allison Park, PA

Grade 9

Project Experience Highlights

- Coordinated and collaborated with the team to complete tasks.
- Helped out other teams to complete their tasks.