

Jesus Vigil

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EDUCATION

Michigan State University, College of Arts and Letters, East Lansing, MI
Bachelor of Arts, Experience Architecture

May 2025

- Major GPA: 3.0/4.00
- Dean's List: 1 Semester
- Detroit Promise Scholarship (for First-Generation College Students)

RELEVANT EXPERIENCE

MSU Union, East Lansing, MI

October 2021 – present

Management Assistant

- Develop effective strategies for efficient event set-ups by organizing and distributing diagrams and documents to a team of two supervisors emphasizing customer satisfaction and consistency.
- Collaborate with a team to train new hires on job duties by effectively communicating and delegating routine upkeep tasks in a 200,000 square foot building amongst student supervisors.
- Attend bi-weekly meetings to brief team leaders on the current state of operations and improvement plans.

Christensen's Plant Center, Plymouth, MI

May 2020 – August 2021

Receiving Team Lead

- Led a crew of five or more crew members to load/unload incoming merchandise using efficient leadership methods to promote and increase productivity.
- Worked with a crew to inspect the quality of thousands of items in stock by delegating job tasks effectively to guarantee precision.
- Ensured the quality of incoming merchandise by documenting items, logging invoice data entries, and verifying up to 20% of defective items to support product integrity and uphold company reputation.

MSU Union, East Lansing, MI

Sept. 2019 – April 2020

Facilities Building Worker/Student Supervisor

- Assisted supervisors in developing effective strategies for efficient event set-ups for organization clients by distributing worksheets amongst student employees to complete collaboratively.
- Ensured a safe and sanitary work environment by maintaining common areas, restrooms, and hallways.
- Completed work requests by setting up and clearing out event set-ups, restoring rooms to their original state and upkeeping spaces when not in use to maintain a clean and welcoming environment for visitors.

Del Taco, Dearborn Heights, MI

Sept. 2016 – April 2018

Team Member

- Prepared a variety of food options for customers with a focus on meeting SOS (Speed-of-service) goals to maximize company sales.
- Worked collaboratively alongside team members to expedite food orders in a timely manner with a focus on company standards.
- Effectively ensured quality customer service during high volume and fast-paced operations.

ACTIVITIES SKILLS

XA Club, *Member*

2021 – Present

Impact89FM - *volunteer*

Fall 2021

SKILLS

English - *Native*, Spanish - *Fluent*

Programming Languages - Python, C++, C#, Javascript, HTML, CSS, React.js,

Design Experience - Adobe CC and Figma