Jason Alba

Hawthorne, NJ | jasonalba1999@gmail.com | 973-885-4957

EDUCATION

Passaic County Community College, Paterson, NJ
- *Associate in Science, Computer Science | 2022- Presently*
- **Relevant Coursework: Public Speaking, Database Fundamentals, Networking Essentials, and Data Structures**

WORK EXPERIENCE

Signature Aviation/Airlines and Aviation
Teterboro, NJ
Transportation Supervisor
March 2018 - January 2020
- Worked closely with airport authorities to ensure seamless transportation operations.
- Excelling in the high-pressure, dynamic environment of a private airport, reliably fulfilling deadlines with extreme precision, and quickly adjusting to ever-changing circumstances.

Upper Saddle River School District/Bogert Elementary School
Upper Saddle River, NJ
Campus Aide/Greeter
September 2021- June 2023
- I welcomed and assisted more than 50 guests on a daily basis, guaranteeing a friendly and welcoming atmosphere while effectively overseeing check-in procedures and addressing inquiries.
- Oversaw front desk operations, including appointment scheduling, phone customer service, and administrative duties.

LEADERSHIP EXPERIENCE & ACTIVITIES

PCCC Computer Information Technology Club
Paterson, NJ
Club Member
January 2022- Presently
- Under high-pressure hackathon conditions, I managed and inspired a team of four people to create a trendy YouTube thumbnail generator, demonstrating effective leadership and team coordination.
- Navigate complex challenges by employing creative problem-solving strategies and adapting to rapidly changing scenarios, ensuring project completion on time.

SKILLS

- Google Suite, Python, C++, and Microsoft Office (Excel, PowerPoint)
- Customer Service, Appointment Scheduling
- Enhanced Communication and Team Coordination