

Jacob Hall

Frisco, TX 75034 • (559) 765-5668 • jah240005@utdallas.edu •

www.linkedin.com/in/jacobhallprofile

EDUCATION

Naveen Jindal School of Management – Accounting

The University of Texas at Dallas, Richardson, TX

2024-Present

Clovis Community College, Clovis, CA — General Education

2019-2021

Clovis West High School, Fresno, CA — Diploma

Graduated in 2019 | 2015-2019

- AP Student Athlete, completed 6 rigorous college courses in high school and 4 community college classes.

PROFESSIONAL EXPERIENCE

North Texas Triangle Gastro, Plano, TX — Medical Receptionist

July, 2023 – Current

- Scheduled and coordinated patient appointments to ensure seamless daily operations.
- Maintained and updated patient records with accuracy and confidentiality.
- Executed administrative tasks, including data entry, correspondence, and appointment reminders, in a fast-paced medical environment.

Jos. A. Bank Clothiers, Houston, TX — Store Lead

December, 2022 – July, 2023

- Supervised and motivated a retail team to consistently exceed sales targets.
- Delivered exceptional customer service by resolving inquiries and facilitating tailored product recommendations.
- Trained and mentored team members to enhance performance and improve customer satisfaction.
- Monitored inventory levels and collaborated with management to ensure optimal stock availability.

Auction House Houston, Jersey Village, TX

— Operations Manager

November, 2020 – November, 2022

- Directed daily business operations, including opening/closing procedures, invoice processing, and customer engagement.
- Managed inventory flow by efficiently organizing and handling palettes of products.
- Operated forklifts and managed large machinery to streamline warehouse operations.
- Cultivated client relationships to drive repeat business and improve customer satisfaction.

Precision Plastic, Clovis, CA — Assembly Line Worker

March, 2020 – June, 2020

- Produced and assembled high-demand face shields/masks in a team-oriented production line.
- Improved efficiency by adhering to quality standards and maintaining consistency under tight deadlines.
- Demonstrated endurance by working 10-11 hours daily to meet urgent manufacturing goals.

AWARDS

Varsity Captain's Patch for Track and Field

2018

Fellowship of Christian Athlete of the Year

2014

California Scholarship Federation

(Life Member)