

# Jonathan Sabuncu

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## WORK EXPERIENCE

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### Expert Closet & Shower Doors

**Dec. 2021 – Present**

*Administrative Assistant*

*Boynton Beach, FL*

- Expert Closet & Shower Doors is a company specializing in custom carpentry products such as custom closets, shower doors, and more.
- As an administrative assistant at EC&SD I work with customers to find products and plans that fit their needs, direct phone calls and relay appropriate information to management.
- Schedule appointments & meetings, address client's concerns and provide good customer service.

### Panera Bread LLC

**May. 2020 – Oct. 2021**

*Shift Manager*

*Delray Beach, FL*

- As a shift manager at Panera Bread, my responsibilities included handling customer concerns when necessary and maintaining an appropriate speed of work and professionalism for employees under my shift.
- Take count of stock at the end of each shift to assure that the store did not lose profit, ensure that safe food handling practices were being practiced by employees under my watch and maintained a healthy & safe work environment.
- Led employees through opening or closing procedure depending on my shift, counted cash drawers and ensured all quotas were met.

## EDUCATION

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### Keiser University

**(Currently Attending)**

Assoc, Information Technology

**Expected Graduation Date: May, 2024**

*Fort Lauderdale, FL*

*3.2 GPA*

## SKILLS & INTERESTS

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- **Skills:** High level of computer literacy & proficiency; LUA Programming; Typing speed of 120 WPM; Multiple years (2+) of customer service experience; Experience with object-oriented programming; Management experience; Bilingual on a conversational level (Spanish)
- **Interests:** Learning languages (Coding & spoken languages); The Office; Video games & game development; Learning new applicable skills; Computer diagnostics & repair; Travelling