

Jorlang Jibbwa

4430 Lancaster Dr NE, Salem, OREGON, 97305, US
(916) 578-7357
jibbwa@hotmail.com

Professional Summary

Skills

- Valid [State Name] driver's license
- Team management
- Computer-savvy
- Supervision
- MS Office
- Budgets
- Knowledge of state roads and highways
- Trip planning

Education

High School - 1978
Assumption High School

Elementary Education - Associate of Arts - 1992
College of Micronesia-FSM - Palikir, Pohnpei

Work History

iPhone/iPad Handler - January, 2019 to November, 2021
Volt Workforce Solutions - Sacramento, CA

Network & 4Gov Accounting Technician - March, 2003 to November, 2011
RMI Finance Department - Ebeye, Marshall Islands

- Used diagnostic tools to identify hardware failures and replace non-functional components.
- Regularly backed up company data, which proved useful in successfully recovering critical information following a malware attack.
- Set up new workstations for employees by configuring hardware, devices, and software.
- Used [Technique] and [Technique] to maintain servers and systems, ensuring that networks remained fully operational during peak periods.
- Removed and replaced malfunctioning computer parts to fix hardware issues.
- Malware, ransomware, and other threats were removed from laptops and desktop computers.
- Connected computers to a network and peripherals such as printers and scanners.
- Connected computers to the network as well as peripheral devices such as printers and scanners.
- Assisted training departments and schools by accurately repairing computer and language lab hardware and software issues.
- Daily accounts payable and receivable activities monitor and evaluate throughout the day
- Make sure all users are all logged out are logged out of their workstations to make corrections on any patches

Regular Classroom Teacher - June, 1984 to May, 1995

RMI Education Department - Ebeye, Marshall Islands

- Improved student learning by combining a variety of instructional strategies and engaging classroom activities.
- Completed student progress reports to inform students and parents of their strengths and areas for improvement on a Timeframe basis.
- Participating in instructor-led workshops improved my educational expertise and knowledge of Techniques.
- Met with students, parents, and administrators to address and resolve students' behavioral and academic issues.
- Set up meetings with parents to discuss their children's progress and classroom behavior.
- Kept accurate and complete records for students.
- Created and developed lesson plans based on the academic needs of the students, which included both group and individual work.
- Developed and deepened relationships with students, family members, and faculty to promote optimal student learning environments.
- All necessary paperwork for classroom activities, such as meal count sheets and attendance logs, were completed and filed.
- Created quizzes, tests, and examinations to assess how well students were learning.
- Used classroom games and outdoor recreational activities to promote physical, mental, and social development.
- Created a fun and engaging learning environment for [Number] students each year.
- Kept in touch with parents, students, and faculty on a regular basis to provide feedback and discuss instructional strategies.
- Evaluated the performance, behavior, social development, and physical health of students.
- Met with parents to resolve educational priorities and issues that were at odds.
- Collaborated with staff and teachers to create comprehensive and individualized plans to improve student learning.

Manager - December, 1995 to May, 2001

Kwajalein Employees Credit Union - Ebeye, Marshall Islands

- Was in charge of [Number]'s daily operations. Supervising a small number of employees of three
- Managing daily transactions
- Meet with customers to initiate the loan application process
- Prepare monthly, and yearly Financial reports
- Monthly meeting with the Board of Directors
- Prepare biweekly payrolls
- Was in charge of hiring and training new employees, as well as creating employee schedules.
- Reconciled daily sales transactions to balance and log day-to-day revenue with [Software].
- Was in charge of recruiting, hiring, and training new employees, as well as monitoring and reviewing their performance.
- Prepare the yearly budget
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Additional Information