

JACK HARBICK

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I'm a Jack-of-all-trades looking to bring positivity and warmth wherever I go. As a lifelong learner, I always bring a strong mind and a willingness to improve. I'm looking for a workplace that treats me and others with respect.

EDUCATION

Western Washington University

Class of 2021

3.86

BA Theatre Arts, Minors in Music and Honors Interdisciplinary Studies

Cum Laude | Acting, Writing, and Props Design | Intro Playwrighting TA | Multicultural Studies | Classical Voice Training | Performer and Publicity Officer for Improv Team: Dead Parrots Society

Cheney High School

Class of 2017

4.0

High School Diploma

Valedictorian | Vice President of Theatre Club | FBLA National Competitor | Band and Choir | Computer Science and Web Design

EXPERIENCE

Employment and Community Inclusion Specialist

SAILS Group - Lynnwood, WA

June 2023 to December 2023

I work with people with developmental disabilities to help them find employment and community inclusion opportunities. This involves keeping in contact with ~10+ clients, their families, employers, support staff, and other relevant parties while also staying on top of regular documentation and various paperwork, self-managing my schedule, reaching out to make connections with businesses and organizations in the community, meeting with clients and staff, and working directly with clients in their jobs and activities. This is all with the overall goal of more deeply integrating people with disabilities into their communities and eventually fading if possible to increase their independence.

Trivia Host

Sporcle - Everett, WA

October 2022 to September 2023

I hosted weekly trivia shows on Tuesday nights at a local sports grill. The questions were provided for me by the company, but I read them, scored people's answers, played music, and otherwise facilitated the show. I brought people together for a fun evening even if they had no idea trivia was going to be happening. People came to know me as the trivia guy, and we had consistent regular players for almost a year.

Office Manager

Red Letter Press - Seattle, WA

August 2022 to June 2023

I was in charge of keeping the physical office space organized and tidy, as well as maintaining and improving file structures both physical and digital. I ran various errands, monitored the official email of the office, and directed messages to the relevant employees. I also worked on a variety of other special projects including poster/graphic design, recreating an index of old photo negatives, hanging up blinds, researching lodging and more. I also regularly packaged and shipped orders of books, ordered new office supplies, and created/updated spreadsheets.

Canvasser/Team Lead

Wave Fundraising - Seattle, WA

April 2022 to August 2022

I stood on the sidewalks in various neighborhoods in Seattle and fundraised for the ACLU. As a team lead, I managed a small group that went to a location together, doing my best to ensure their safety and coordination. I stayed up to date on important issues from day to day in order to accurately educate those who stopped to listen.

Pirate

Emerald City Pirates - Seattle, WA

April 2022 to August 2022

I dressed and acted like a pirate on small cruises on Lake Union. For some trips, I sold snacks, drinks, and pirate gear in the shop, but most of the time, I led passengers (mostly children) in a semi-scripted pirate adventure that involved teaching boat safety, pirate lingo, pirate games, and finding the stolen treasure. I also helped dock and undock the boat.

Cashier

Regal Entertainment Group - Everett, WA

January 2022 to April 2022

I worked at the Regal Theater by the Everett Mall. I was trained for both ushering and concessions/tickets, but I was most frequently assigned to the register where I rang people up, prepared their orders, and also sold tickets.

Order Picker/Packer

FossilEra - Monroe, WA

July 2021 to December 2021

I picked and packaged orders in a warehouse for an online retailer of fossils and minerals. I would search through the warehouse to find particular specimens, and then I had to balance keeping packages as small as possible in order to keep shipping costs low, as well as ensuring the often delicate fossils and/or minerals would be sufficiently protected in transit.

Telecommunications Field Technician (Student)

Western Washington University - Bellingham, WA

April 2019 to June 2021

I assisted with the installation, removal, and modification of phone and internet services across the WWU campus. I initially worked closely with a supervisor, but as I learned more (and especially after the pandemic started), I began working more independently and was able to complete service orders on my own.

SKILLS

Creativity and Imagination | Problem Solving | Organization | Attention to Detail | Flexibility | Multi-Tasking | Effective Communication | Active Listening | Emotional Intelligence | Teamwork | Independent Work | Leadership | Following Instructions | Quality Work | Sense of Humor | Patience | Friendliness | Anti-Racism | Customer Service | Public Speaking | Working with Children | Disability Advocacy | Tech Competence | Microsoft Products | Adobe Products | Housekeeping | Bartending | Food Service | Cash Handling | LGBT+ | Basic Spanish | Performing | Improv | Music | Writing | Drawing | Social Media | Design | Jack-of-all-Trades