

Caleb R. Jolley

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OBJECTIVE

Highly motivated bioengineering student, eager to gain hands-on experience while providing reliable, detail-oriented support for laboratory operations.

EDUCATION

Oklahoma City Community College (OCCC) — Oklahoma City, OK

Associate of Science in Engineering (*In Progress*)

Current GPA: 4.0

Planned: **B.S. in Bioengineering**

RELEVANT SKILLS

- Accurate data collection & record-keeping
- Careful adherence to written & verbal protocols
- Organization, precision, and attention to detail
- Routine monitoring and documentation
- Microsoft Excel & Word

EXPERIENCE

Harps — Customer Service Manager

Norman, OK | 2023–2025

- Independently maintained precise daily records.
- Followed and enforced standardized operating procedures to ensure consistent, compliant workflows.
- Routinely monitored operations and addressed issues promptly to maintain safe, organized environments.
- Demonstrated reliability by assuming supervisory responsibilities during night operations.

Aldi — Store Associate

Norman, OK | 2025–Present

- Consistently followed standardized procedures and safety requirements.
- Performed repetitive, time-sensitive tasks with accuracy and attention to detail.