



Jasmin Colon Resume fixed 2.docx.pdf

For: JR103629 Inspector General

Phone Number [REDACTED] (Mobile)

Email [REDACTED]

Phone Number [REDACTED] (Mobile)

Phone Composite Header Grouping Icon Phone

Email [REDACTED]

Email Composite Header Grouping Icon Email

Location [REDACTED] RI [REDACTED] United States of America

Location Header Grouping Icon Location

Jobs Applied to 1

Documents with Check Header Grouping Icon Documents with Check

Attachments

Attachments

Resume / Cover Letter

Attachment	
Jasmin Colon Resume fixed 2.docx.pdf	

Other Documents

Attachment	Category	

Candidate

Job Application Details Card

Job Application Details

Job Requisition JR103629 Inspector General (Open)
Location Providence
Date Applied 08/13/2026 03:02:35 PM
Source Sources -> Apply.RI.Gov Career Website

Thomas A Verdi
Hiring Manager



Colleen Halloran-Villandr
Recruiter

In Progress

	Step	Awaiting Me	Awaiting
Screen: Jasmin Colon - JR103629 Inspector General (C119939)	Referred	Screen Candidate	1

Active Job Applications

Active Job Applications (1)

Job Application for Active Job Applications

Task Jasmin Colon - JR103629 Inspector General (C119939)
Stage Label Referred
Location: Providence | Date Applied: 08/13/2026

Education

Education

Johnson & Wales University
BS
Criminal Science
To 2018

Work History

Work History

Current Job 11 years
Total Jobs 8
Total Experience 15 years

Experience

United States Postal Service
Mail Handler
August 2015 - Current (11 years, 1 month)
Providence RI
Processed and sorted high volumes of mail while maintaining accuracy and efficiency.
• Worked in a fast - paced, deadline - driven environment.
• Followed strict safety and security procedures.
• Collaborated with team members to meet daily operational goals.

DCYF



Internship
September 2018 - October 2018 (2 months)
Providence RI
Manage calendar, phone calls, manage transportation

Providence Police Department

Internship
March 2018 - May 2018 (3 months)
Providence RI
Looking up case numbers, property, and filing

Judge Rotenberg Center

Mental Health Assistant
June 2014 - August 2015 (1 year, 3 months)
Canton MA
Maintain cleanliness of facility as well as performed bed checks
• Prepare food for clients, maintain clients program

Family Dollar

Sales Associate
September 2013 - June 2014 (10 months)
North Providence RI
Recover store and responsible for working the cashier
• Answer phones and help resolve customer issues

Obstetrics and Gynecology

Medical Assistant
June 2013 - August 2013 (3 months)
Providence RI
Filed, answered phones and checked in/out patients
• Cleaned and stocked rooms, and used autolave to maintain cleanliness of instruments
• Check for vital signs, took specimens, labeled them and mailed them out

Little Caesars

Customer Service
February 2013 - May 2013 (4 months)
Providence RI
Prepare food and keep working area clean and safe

Burger King

Customer Service
November 2011 - March 2013 (1 year, 5 months)
Providence RI
Prepare food and keep working area clean as well as working the cashier

Credentials



Languages	none entered
Websites	none entered
Skills	none entered

Job Objective

Dependable and detail-oriented professional with experience in government, healthcare, customer service, and administrative support. Strong organizational, communication, and problem solving skills with a proven ability to work in fast paced environments. Seeking an administrative legal, healthcare or government position where I can contribute while continuing to grow professionally.

Highlights of Skills

- Microsoft Office
- Customer Service
- Data Entry
- Calendar Management
- Problem Solving
- Time Management
- Communication
- Teamwork

Education

Johnson & Wales University
Bachelor of Science, Criminal Justice

Providence, RI
May 2018

Job Experience

United States Postal Service
Mail Handler Assistant

Providence, RI
August 2015-Current

- Processed and sorted high volumes of mail while maintaining accuracy and efficiency.
- Worked in a fast - paced, deadline - driven environment.
- Followed strict safety and security procedures.
- Collaborated with team members to meet daily operational goals.

DCYF
Temp
2018

Providence, RI
September 2018-October

- Manage calendar, phone calls, manage transportation

Providence Police Department
Internship

Providence, RI
March 2018-May 2018

- Looking up case numbers, property, and filing

Judge Rotenberg Center
Mental Health Assistant

Canton, MA
June 2014-August 2015

- Maintain cleanliness of facility as well as performed bed checks
- Prepare food for clients, maintain clients program

Family Dollar
Sales Associate

North Providence, RI
September 2013-June 2014

- Recover store and responsible for working the cashier
- Answer phones and help resolve customer issues

Obstetrics and Gynecology
Medical Assistant

Providence RI
June 2013- August 2013

- Filed, answered phones and checked in/out patients
- Cleaned and stocked rooms, and used auto clave to maintain cleanliness of instruments
- Check for vital signs, took specimens, labeled them and mailed them out

Little Caesars
Customer Service

Providence, RI
February 2013-May 2013

- Prepare food and keep working area clean and safe

Burger King
Customer Service

Providence, RI
November 2011 – March 2013

- Prepare food and keep working are clean as well as working the cashier