

James P. Wagner

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Professional Strengths

1. Self-motivated, and possess a high degree of professional integrity.
2. Flexible team player with leadership experience, and has the ability to learn quickly.
3. Skilled in applying a logical, common sense approach to seeking practical solutions.
4. Well organized, meticulous at planning and relentless in executing tasks presented with safety.
5. Communicate effectively when dealing with people of diverse interest and levels of authority.

Education

August 2013-Present Tulane University, New Orleans, LA

- Currently working on a major in Paralegal Studies and Business Management

August 2013-Present Loyola University, New Orleans, LA

- Currently working on a certification in Legal and Healthcare Spanish Translation and Interpretation – Currently an intern with Loyola Law Clinic, once 40 hours of internship is completed I will receive the certificate in legal and healthcare Spanish translation and interpretation.

August 2007-May 2011 Brother Martin High School, New Orleans, LA

- Graduated from Brother Martin High School

Employment History

Liaison (University Services) – Full Time

2015- Present Tulane University, New Orleans, LA

- I assist all of University Services, included but not limited to Splash Card, Dining Services, Mail Services, Shuttles and Transportation, Technology Connection, contracts and leases, communications, and special events. I provide exceptional customer service and general support functions as needed. I have a working knowledge of each departments forward facing and and general operations and provide support to each area as needed. I also assist the University Services Program Coordinator with marketing, and assist department directors and managers with special projects and needs.

Grounds Worker

2012-2015 Tulane University, New Orleans, LA

- I worked full time in the Tulane Facilities Services Grounds Department. My duties consisted of assisting in the horticultural maintenance at Tulane as well as being a part of various landscaping projects. I use light machinery and chemicals to manage the grounds and ensure the aesthetic of the campus and the safety of the students. Also possess light carpentry skills and limited experience with underground pipe work(drainage/steam lines)

Notable Mentions

- Fluent in written and oral Spanish and English.
- Beacon of Hope Volunteer- I worked and completed over 200 hours as a volunteer in helping the less fortunate and unable post Katrina victims scrape and paint their homes, clean their property of all and any debris, and provide front and rear lawn care. I did light construction and carpentry work during the rebuilding process. I also assisted in community landscaping projects as well as cleanup projects such as clearing and cleaning alleyways of all potentially harmful materials.

References

- **Marilyn Wilson (Splash Card & Dining Services manager)**
Tulane University, 504-314-2196
- **Jackie Rouege (Assistant Director of Dining Services)-** Tulane University,
504-865-5711
- **Angela Clarke (Associate Director – Facilities) – Lavin Bernick Center –**
Tulane University – 504-314-2196