

JADE BOMAR-MITCHELL

BRANCH OPERATIONS & SYSTEMS MANAGER

CONTACT

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PROFILE SUMMARY

Information Systems undergraduate at Old Dominion University with a strong academic foundation in business and technology. Self-taught in web development (HTML, CSS, JavaScript) through independent projects including a personal website and a custom browser extension, and currently expanding technical skills in Python and SQL through independent study. Experienced in leadership and systems management as a Branch Operations & Systems Manager, overseeing compliance, data tracking, and team training in a regulated financial environment. Seeking internship opportunities to apply both formal studies and self-directed technical skills to real-world projects.

EDUCATION

Expected Graduation: 2027
OLD DOMINION UNIVERSITY

Bachelor of Science - Information Systems

- Member of Gamma Lota Sigma - Risk Management & Insurance Fraternity
- Staff Writer, HER Campus ODU -

December 2024

TIDEWATER COMMUNITY COLLEGE
Associate of Science

WORK EXPERIENCE

Currency Exchange International

OCT 2023 - PRESENT

Branch Manager

- Lead operations across 80+ global currencies with full compliance to federal regulations.
- Maintain 10+ inventory databases with zero-loss accountability.
- Achieved **56% sales vs. 24% KPI target**, sustaining top-branch performance for 12+ months.
- Implement digital SOPs, security protocols, and compliance workflows.
- Supervise and train staff on reporting tools and compliance software.

Robert Half

Sept 2022 - FEB 2024

Corporate Reception & Admin Specialist

- Assigned through Robert Half to support executive and technical teams at **Operation Smile, Mythics Inc., and WAVY TV 10**.
- Adapted quickly to diverse workflows, mastering new enterprise platforms and communication systems within days.
- Streamlined scheduling, documentation, and file management, ensuring smooth operations in fast-paced office environments.
- Managed executive communications across email, **Zoom, Slack, and MS Teams**, acting as the first point of contact for leadership.
- Enhanced documentation processes by organizing shared drives and vendor records to improve accessibility and compliance.

Boil Bay Seafood City

Sept 2022 - FEB 2024

Lead Bartender & Event Coordinator

- Directed bar operations during high-volume live events, balancing customer service, inventory, and compliance with ABC regulations.
- Trained and supervised bar staff, ensuring smooth operations and team coordination under pressure.
- Collaborated with musicians, event planners, and kitchen staff to execute seamless event experiences.

PROJECTS

- Personal Website (HTML, CSS):**
Designed and deployed responsive website via GitHub Pages.
- Budget Tracker:** Built gamified savings tracker using file handling and visualization.
- Web Extension (HTML/CSS/JS):** Built to track websites visited and save them into project-specific folders for faster research and workflow efficiency
- Lore Layers (In-Progress):** A browser extension that explains any article at three depths: ELI5, Student, and Expert