

## Gentry Jenson

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## Objective

Bi-Lingual Administrative, Customer Service professional seeking new opportunities. Active community volunteer hoping to combine past and present skills to embark on a new adventure

## Experience

### **Dakota Junction – Server**

**09.2013 – Present**

Provide excellent, friendly customer service, managerial duties, Operate POS System, Open and closing duties, Balance drawer, Maintain a clean working and dining environment, Assist with catering events, Food preparation as needed.

### **Heartland Payment Systems – Relationship Manager**

**07.2001 – 07.2002**

Generated leads by cold calling, Sales negotiation, Developed and maintained client relationships, Customer service, Achieved vested statues in less than 1 year, Performed downloads.

### **Randstad – Administrative Assistant**

**02.2001 – 06.2002**

Performed administrative support for Executive Director of Minnesota Offices, Ordered, maintained and implemented delivery of sales materials to all offices, Created visual presentations, Proficiency on Word, Excel and PowerPoint, Responsible for communication and organization for office expenses with corporate office, Acted as liaison for local vendors to ensure efficient payment for services from corporate office, Created monthly calendars, Managed vacation and sick leave accruals and usage for local offices, Assisted in the organization of and attended job fairs with Recruiting Director, Created gifts for meetings and events, Worked independently on projects, Ordered office and postage supplies.

### **Randstad – Talent Care Coordinator**

**02.1999 – 02.2001**

Greeted Talent, Administered and processed tests, Organized and filed paper work involved in registering Talent, Created resumes, Weekly and monthly sales reports, Answered phones, Supported Management, sales staff and Payroll Departments with administrative duties and projects, Coordinated service calls for office equipment, Managed mail equipment and reported usage to corporate office, Promoted to Administrative Assistant to Executive Director on Minnesota Offices.

### **TODD Communications – Receptionist**

**09.1997 – 02.1999**

Answered phones, Greeted clients, Entered A/R, Scheduled meetings, Provided efficient assistance to Controller, Sales and Marketing Departments, Coordinated marketing mailers, Maintained office equipment, Ordered office supplies, General administrative duties.

## Education

### **University of Minnesota Twin Cities**

**09.1992 – 06.2007**

Bachelors Degree, Spanish and Portuguese

## Skills

Fluent in Spanish and Portuguese, ESL, Fundraising, Time Management, Planning and organizing skills, Budgets, Communication, Event Management, Interpersonal Skills, Creativity, Problem solving, Efficient, Decision Implementing, Customer service, recruiting, Administrative Assistance

## Volunteer Work

**Team Manager of Westonka Soccer Club** for more than 5 years, which involves communicating with families, organizing tournaments, managing team's website and updating any schedule changes, organizing paperwork and player passes, communicating with field coordinators, opposing team managers, referee schedulers and MYSA to promptly reschedule games, organizing team's involvement in and participating in fundraising, planning end of season parties.

**Assisted in the organization of Westonka Color-a-Thon.** Pre-event check-in. I was head of merchandise area during the event. Supervision and training of POS system, coordinated volunteers, responsible for solving customer complaints, lead merchandise transition.

**Shirley Hills Elementary Volunteer.** Coordinated classroom fundraiser baskets, responsible for communicating with families to solicit gifts/donations, purchased items and created basket for event. I have helped teachers with Friday Folders and homework folders, worked in the media center, photographed and created year book pages, helped during picture re-take day, and miscellaneous projects as needed by teachers.

## Interests

Quilting, Sewing, Crafts, Wake boarding, Wake surfing