

Résumé

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Objective:

To continue my career in a positive environment where common goals can be achieved. Poised by opportunities of growth within an established professional company, Devoted to punctuality and consistency, I intend to inspire others. I always welcome a challenge!

Administrative Assistant

Summary of Qualifications:

Containing a well rounded plethora of experience in retail and administrative positions, capabilities of leadership and initiative are displayed through actions. Exceptional communication and motivational skills with supervisors, co-workers, and the general public, display upper echelon levels of commitment. Willingness to learn and remain open minded are key points for achieving success.

Relevant Work Experience

Ikon Office Solutions @ Faegre Benson Site > July 2008 – July 2010

Performed a multitude of tasks while in an extremely high paced atmosphere, Inventory and distribution of office supplies, mail (receive and deliver), billing logs, front desk, reception, maintenance of copy equipment, binding and finish work per request by client, filing legal documents and certainly customer service. All of the computer work stations operated on Windows XP, running office programs, networks, and internet was essential.

Bed Bath & Beyond > February 2001- July 2008

Participated in numerous retail/management objectives including but not limited to shipping, receiving, customer service, cashier, and department maintenance. Flexibility to achieve these goals was an absolute necessity. While performing these tasks, the responsibility of completing return to vendor ship outs rested on my shoulders.

Pappa Johns Pizza > July 1998 - December 2001

Involvement with this particular company required constant attention to detail. In the high paced atmosphere, one would become completely enthralled with ordering, stocking, and preparing the product, while multitasking to complete orders for schools, residential communities, and individual random walk-ins. During my ascent, I was asked to perform a management position to assist in handling currency and overseeing other employees. All with a smile of course!

Education and Achievements

- *Green Mountain High School-Graduated 1999*

**More experience and references may be provided at your request. Thank You.*