

Jacqlyn Jennings

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Professional Summary

Expressing my knowledge and incorporating my skills into the healthcare industry to help people better themselves. A strong work ethic, great at team work, problem solver, and great at multi-tasking. Enthusiastic about stressful and fast paced working environment.

Relevant Experience

Customer Service Skills

- Have dealt with upset customers/knowledge of de-escalating the situation
- Helped customers gain satisfactory experiences
- Knowledge in answering phone calls

Computer Skills

- Knowledge with Microsoft Word, Microsoft Excel, & Microsoft PowerPoint
- Can type up to 60 wpm with little to no errors
- Can look at monitor for long periods of time without being bothersome

Team Work/Leader

- Worked well as a team leader
- Helped team members finish their tasks
- Guide other team members towards common goal/finishing all tasks throughout the day

Communication Skills

- Asks questions when needed
- Great communication between supervisors/upper management
- Great communication between all or any team members

Work History

07/2016 - Present, CAP 2 Associate, Wal-Mart, Loveland, Co

06/2013 – 07/2016, Customer Service Rep., King Soopers, Loveland, Co

02/2006 – 08/2011, Distribution Clerk, Group Publishing Inc., Loveland, Co

Education

06/2016 – Present CollegeAmerica, Fort Collins, Co

- Working towards Associates in Medical Specialties
- 3.4 GPA

References

References are available on request.