

# Jameson Kellinger

Platteville, CO 80651

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, skills and utilize newly found Human Resource Management skills.

Authorized to work in the US for any employer

## Work Experience

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### **Beer Service Tech**

Premier Draft Beer Services - Platteville, CO

May 2019 to Present

Beer Tech

- Inventory Management
- Customer Service
- Account Management
- Mileage Reporting
- Diagnostic and Maintenance of Kegeerator System

### **Office Coordinator**

Alternatives Financial Services, LLC - Longmont, CO

April 2013 to May 2019

Office Coordinator

- Office Supply Organization and Maintenance
- Training of New Staff and Procedure Writing
- Data/ Document Intake and Handling
- Court Document Review and Filing

Administrative Assistant

- Data Entry, Mail Tracking and Filing
- Data Base Management, Organization, and Maintenance
- Confidential Document Scanning, Organization, and Filing
- Phone answering, Coordination, and Maintenance

Assistant Financial Case Manger

- Client Case Oversight, Management, and Maintenance
- Marshaling All Client Assets
- Tax Tracking, Submission to CPA, Obtaining
- Manage Client and Vendor Complications
- Orchestrate Client and Vendor Meetings
- Initial Vendor Services Start up and Negotiation

### **Deli Clerk**

King Soopers

June 2010 to April 2013

Deli Employee

- Cold, Hot Food Prep
- Customer Service
- Inventory Management
- Cleaning
- Maintenance

## Education

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### **Bachelor Degree in Human Resource Management**

Western Governors University

2019 to Present

### **Certificate of Professional Office Administration**

California State University Fullerton

2016

### **High school diploma or GED**

## Skills

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- Typing 60 WPM (6 years)
- Databases (6 years)
- Office Management
- Adobe Acrobat
- Accounts Receivable
- Account Management
- QuickBooks
- Service Technician Experience
- Personal Assistant Experience
- Microsoft Outlook
- Accounting
- Bookkeeping
- Human Resources
- Human Resources Management
- Management
- Microsoft Excel
- Administrative experience
- ERP systems