

JERODE JAMISON

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PROFESSIONAL EXPERIENCE

Burlington Coat Factory, Newport News, Virginia United States

Cashier/Sales Floor, Nov 2003 – Jun 2005

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Greet customers entering establishments.
- Process merchandise returns and exchanges.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

AAFES Distribution, Newport News, Virginia United States

Order Selection, Jul 2005 – Feb 2007

- Obtain customers' names, addresses, and billing information, product numbers, and specifications of items to be purchased, and enter this information on order forms.
- File copies of orders received, or post orders on records.
- Compute total charges for merchandise or services and shipping charges.
- Calculate and compile order-related statistics, and prepare reports for management.
- Prepare invoices, shipping documents, and contracts.

JBS Swift, Greeley, Colorado United States

Fabrication, Apr 2009 – Aug 2009

- Remove bones, and cut meat into standard cuts in preparation for marketing.
- Saw, split, or scribe carcasses into smaller portions to facilitate handling.
- Wrap dressed carcasses and/or meat cuts.

Busch Gardens, Williamsburg, Virginia United States

Custom Service Agent, Mar 2007 – Nov 2007

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Greet customers as they entered the park
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Assist customers by providing information and resolving their complaints.
- Issue receipts, refunds, credits, or change due to customers.
- Sell and collect admission tickets and passes from patrons at entertainment events.

Kaleidoscope after school program, Greeley, Colorado United States

After school tutor, Mar 2010 – Feb 2011

- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Create developmentally appropriate lesson plans.
- Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.
- Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.
- Establish and enforce rules for behavior, and procedures for maintaining order.

EDUCATION

Woodside High School, Newport News, Virginia United States

High School Degree, June 2005

- Finished with a 3.62 GPA
- 2 year Member of the Woodside Mathletes
- 4 years of varsity football which helped me receive a preferred walk on position at the University of Northern Colorado

University of Northern Colorado, Greeley, Colorado United States

Bachelors Degree , December 2011

- Finished with 3.14 GPA
- Received Bachelors in Accounting
- Minored in Business Management

ADDITIONAL SKILLS

- Quick learner
- Great multitasker
- Can work well in a team or as an individual
- Can provide top tier Customer Service
- Computer Savy