

Jeanna Martinez

Evans, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Office Tech III

Weld County Sheriff's Office - Greeley, CO - 2012-05 - Present

Manage daily incoming revenue with multiple daily deposits. Balance inmate account by reconciliation. Manage and deposit weekly revenue from contracts. Create and verify monthly municipal jail billing. Fingerprint invoicing and deposits. Exceptional customer service to public by phone and in person. I am very skilled at managing current position as well as back up for 2 other positions. I am organized and detailed oriented. I make a great teammate.

Paraprofessional

Eaton Early Learning Center - Eaton, CO - 2008-08 - 2012-05

Daily care of children during preschool and after school care with daily communication with parents. Planning of daily activities and collection of fees for cost of care. Daily communication with owner and director.

Paraprofessional

Greeley School District 6 - Evans, CO - 2000-08 - 2008-05

kindergarten teaching assistant for classroom and testing

EDUCATION

SOSU - Durant, OK

1986-08 - 1987-12

Diploma in Required

Durant High School - Durant, OK

1983-08 - 1986-05

SKILLS

Access, Ten key, Excel, Microsoft Word, Microsoft Outlook

ADDITIONAL INFORMATION

Great customer service skills, dependable and a good learner.