

Jenette Ball

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I am looking for a position wherein I can utilize my skills and provides me ample opportunity to apply all my organizational experience I gained over time, to grow and to contribute in the most effective manner by being a key and an effective team player with unlimited loyalty and commitment.

Authorized to work in the US for any employer

Work Experience

Customer Service Specialist

HireGenics (Baxter) - Golden, CO

December 2018 to Present

- Spectrum Spare Part orders
- Answer customer and internal questions via email.
- Spectrum Blind Returns for Largo
- GSP SR creations for Spectrum
- Work plexus BER Hold and Blind return SR's
- Plexus Daily Hold report (Back up)
- Answer phone calls when needed to help the team, also do emails from Spectrum team queue

Assistant Manager

United Pacific - Littleton, CO

July 2016 to December 2018

- Maintain a pleasant environment to customers and team members.
- Preparing bank deposits, and enforcing proper cash handling procedures and analyzing daily sales.
- Operating a cash register, back office computer, and other related equipment needed for daily operation.
- Responsible for store reports, managing inventory with monthly audits, and cash control.
- Responsible for making sure daily paperwork is accurate.
- Trained new employees on daily operations, procedures, and policies.
- Ordered and stocked weekly orders.

Sales Associate

United Pacific - Littleton, CO

January 2015 to July 2016

Littleton, CO

- Operating a cash register, back office computer, and other related equipment needed for daily operation.
- Maintained a clean and safe environment for customers and team members.
- Stock products upon deliver, plus back stock.
- Proper cash handling procedures.

CNA - Certified Nursing Assistant

Bear Creek Nursing and Rehabilitation Center - Morrison, CO
2008 to 2010

- Assisted residents with activities of daily living including helping with meals, transferring using assistive devices, bathing, dressing, and grooming.
- Displays strong clinical skills in assessing and recording vitals, intake and output of residents.
- Responded to up to 15-20 resident calls per shift in a timely and effective manner. Determined needs and provided care for individuals.

Education

Technical school

GED

Skills

- Patient Care
- Vital Signs
- Caregiving
- Data entry
- 10 key calculator
- Typing
- Windows

Assessments

Customer focus & orientation — Highly Proficient

February 2021

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Scheduling — Proficient

March 2021

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Data entry: Accuracy — Highly Proficient

March 2021

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.