

Jenna Whitham

Kentwood, MI

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Authorized to work in the US for any employer

WORK EXPERIENCE

Sales Associate

Dollar Tree - Grand Rapids, MI - July 2015 to Present

Responsibilities

Help customers find product, Stocking, Cashier, and Cleaning.

Accomplishments

Helps advance my customer service skills.

Skills Used

Giving out great customer service

Assembly Line Worker

VENTRA GRAND RAPIDS 5 - Kentwood, MI - May 2015 to February 2016

Responsibilities

Responsible for putting light pipes in the tank I light frame, and also inspecting parts to make sure there is no scratches and part is welded properly.

Skills Used

Paying attention to detail, fast paced working, able to help at other stations to make sure the parts get completed in a timely manner so we are able to make rate.

customer service representative

teleperformance - Cascade, MI - May 2014 to May 2015

Responsibilities

Assist customers with their accounts. Review rate plans, order products, answer phones, take payments, troubleshooting devices, and educating customers on how to manage their account and save money

Skills Used

Communication, compassion, knowledge, team work, and computer skills

sales associate

Sally beauty supply - Sterling Heights, MI - June 2013 to October 2014

Responsibilities

Stocking shelves, inventory, sales, cashier, cleaning, opening and closing key holder, banking and deposits, changing monthly advertising.

Accomplishments

Awarded for mvp in sales

Skills Used

Trust worthy, reliable, self sufficient, problem solver, cosmetology licence , knowledge of products

manager

burger king - Cascade, MI - September 2013 to April 2014

Responsibilities

Count inventory, responsible for running a shift and managing crew, cleaning, taking care of banking and deposits, making food, prep work, working drive through and taking food orders, and training new staff.

Skills Used

Team work, easy learner, training others workers, communication skills

customer service representative

accreeative health - Detroit, MI - August 2009 to October 2013

Responsibilities

Review patients with hospital bills, bill health insurance, post insurance payments, set up payment arrangements, find misapplied payments, help patients read eobs.

Accomplishments

2 raises with in a 7month time span based off of patients experience

Skills Used

Communication skills , ability to use excel spread sheet, answer phones

EDUCATION

cosmetology licence in hair, skin, and nails

Regency beauty institute - Shelby Township, MI
2010 to 2011

diploma in general

East kentwood - Kentwood, MI
2005 to 2009