

Jennifer Hodges

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Looking for a position in the Customer Service/Administrative field where I can use my excellent communication skills and positive attitude in a company that challenges me every day.

EXPERIENCE

Owner/Photographer

Moondance Photography, Bonita Springs FL — 2007 - present

- Strong marketing, social media, organizational, communication skills and sales experience.
- Excellent interpersonal skills and customer service. Exceptional knowledge of digital photography, Adobe Photoshop & Lightroom. 15 years experience working with Mac/Apple operating systems.

Office Assistant

Jimmy P's Enterprises SWFL LLC, Bonita Springs, FL — March 2019 - present

- Office support for a growing restaurant enterprise that includes answering incoming calls & processing online shipping orders, delivering prompt, courteous and friendly service to customers over the phone, online or email.
- Proficient use of Quickbooks, billing and processing payments and banking transactions.
- Performs general office work such as word processing, filing, digital filing, copy/scanning. Assistance with organizational improvements, extensive software skills and strong communication skills. Microsoft Office Suite (Excel, Word, Outlook and Powerpoint).

Administrative Assistant & Reservations

The Colony Golf & Country Club, Bonita Springs, FL — 2017 - 2019

- Office support in a country club that includes answering incoming calls, delivering prompt, courteous and friendly service to all members, guests & employees. Maintains member charge records and statements using POS system.
- Performs general office work such as word processing, filing, operating copy/fax machine. Extensive software skills and strong communication skills. Microsoft Office programs, such as Word, Excel, Power Point and Outlook.

Client Relations

Simmons Hanly Conroy Law Firm LLC, Alton IL — 2003 - 2009

- Calling and following up with potential clients to gather key information in regards to background and medical history in different areas of litigation throughout the firm. Worked in areas of: mesothelioma/asbestos, benzene, hormone replacement therapy & dangerous pharmaceutical injury. Extensive phone work and administrative work along with communicating with clients.

EDUCATION

- Graduated from East Alton-Wood River Community High School, Wood River IL
- General Studies at Lewis and Clark Community College, Godfrey IL

SKILLS

Administrative, data entry, customer service, accounting and receptionist experience. Can type 84 wpm, intermediate knowledge of Microsoft Office Suite programs (Word, Excel, Outlook & Powerpoint). Familiarity with Mac/Apple operating systems.