

JENNIFER L. MEISNER

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OBJECTIVE

Seeking to obtain employment that will utilize the knowledge, skills and experience I have acquired through my previous employment.

QUALIFICATIONS

- Excellent customer service skills
- Great communication skills, verbal and written
- Strong attention to detail
- Superior coordination ability-filing, charting, documenting, organizing, along with other handling other office requirements
- Excellent computer and phone skills
- Experienced using most Windows-based applications, including MS Office Suite (Word and SAP)

EDUCATION

J.J Pearce High School Richardson, TX
Diploma

WORK EXPERIENCE

Receptionist 1998 - 2003
Mobile Tool International

- Acquired knowledge in answering multi-line phone systems
- Strong responsibility of daily operations of the mail room
- Excelled at completing various administrative duties for the sales department
- Ability to compile training manuals
- Capable of handling purchase orders from start to finish
- Performed various duties as asked to help the accounting department

Receptionist/ Administrative Assistant 2003 - 2011
HD Supply Waterworks

- Managed phone operations for over 50 employees
- Maintained audits for daily sales reports for that specific branch

Jennifer Meisner

- Ability to multi-task and assist both accounts payable and accounts receivable
- Acquired skills to track bid relationships between customers and suppliers

Receiving/Remodel Crew/ Sales

2012 - 2015

Bed Bath and Beyond/ Buy Buy Baby

- Responsibility in remodeling for the Buy Buy Baby department
- Ability to follow placement plans for the store
- Assisting customers at the register and throughout the store
- Building customer relations through helping them find what they need
- Maintaining organization of incoming products to insure they go to the correct department
- Achieves daily tasks such as receiving products and making sure they are priced correctly

Administrative Assistant

2015 – 2020

DistributionNOW Company

- Directed all incoming customer calls to appropriate branches of the company
- Organized and filed documents for Accounting Department
- Handled all incoming mail for the company
- Updated company directories monthly
- Greeted and assisted each walk-in customer accordingly
- Developed more diverse skills for Microsoft Excel in various ways
- Inspected documentary evidence supporting and substantiating transactions in the company
- Assisted Accounts Payable with various duties
- Assisted upper management with any errands or tasks that needed to be done
- Maintained welcoming environment in Main Office lobby with decorations, cleanliness, etc.

REFERENCES

References available upon request