

Jessica Kees

White Bear Lake, MN

- Email me on Indeed: <http://www.indeed.com/r/Jessica-Kees/af954996d8a1009f>

Seeking a long term opportunity with a company that is looking for someone that has strong work ethic, positive attitude and is detail oriented.

Authorized to work in the US for any employer

Work Experience

Medical Packaging

Doherty - Saint Paul, MN

January 2019 to Present

Medical Packaging at a pharmaceutical company.

MNF Inspector

Volt Workforce Solutions - New Brighton, MN

January 2018 to December 2018

Working for 3M in clean room environment, Inspection of bandages for healthcare use. While working here I became a team lead, which included inventory paperwork as well as start and end of job completion duties, and making sure everyone works as a team.

Customer Service Rep- Priority Courier Experts Vadonis Heights, MN

June 2017 to August 2017

Taking new and existing customer calls for scheduling deliveries for drivers, consisted of taking about 60-100 calls a day fast paced being able to listen and retain information to process the orders correctly and route them to dispatch if necessary.

Specimen Processor

Medtox Laboratories - New Brighton, MN

August 2016 to June 2017

Receiving of patient samples for testing, accurately entering in patient information and testing information, aliquoting of samples, sorting and labeling of specimens. This role also included filling out paperwork, filing and frequent training courses online.

Bus Driver/Aid

Minnesota Central School Bus OakPark Heights

November 2007 to August 2014

While working at MN Central I started off as a school bus aid helping students with special needs getting seated on the bus. Shortly after that I obtained my Commercial drivers license, driving the students to and from school and activities safely. In my time driving I was accident free.

Education

High school or equivalent

Century College

2016

Skills

- CDL class B (4 years)
- Data entry (Less than 1 year)
- inventory (Less than 1 year)
- MS Office (Less than 1 year)
- Inspection

Assessments

Customer Service Skills — Highly Proficient

December 2018

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: https://share.indeedassessments.com/share_assignment/7prkwrwzehdepfn

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

Additional Information

Skills

Data entry, inventory, CDL class B, production, MS Office, Antrim, Cxt software.