

Jessica Dinzeo

1328 East 6th St | Saint Paul, MN, 55106 | 7632332936 |
jessicadinzeo@gmail.com

Objective

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Summary of Qualifications

- Above average on computer navigating, searching, finding files.
- Average with use on Excel
- Average keyboarding and 10-key use.
- Willing to work independently or as a team
- Strong work ethic and management skills

Professional Experience

Quality Inn and Suites | **Housekeeping** | **Bloomington MN**

January 2016 - November 2016

- Clean rooms.
- Assist guests.
- Greet guests over the phone and in person.

Two Men And A Truck | **Move Consultant** | **Woodbury MN** **October 2013 - December 2015**

- Worked with others to give the customers the best experience in the store.
- Inbound/ outbound calls.
- Assist customer with box orders over the phone and in person.
- Book move and schedule box orders.

In Home Care Assistant | **PCA** | **St Paul MN** **October 2008 - October 2013**

- Specialized in direct patient care and recovery for knee surgery and injury recovery services Completed each transaction in a quick and efficient manner.
- Supervised and assisted client with movement and recovery therapy and safely used leg extension and strengthening equipment and exercises

Education

Northeast Metro High school diploma St Paul MN
December 2006

Brown College Medical Assistant Mendota Height MN
January 2013- March 2013