

Jessica E. Ramer

6289 Taft St
Frederick, CO 80530

720-485-1127
jessramer80@aol.com

Objective

Seeking a responsible career-orientated position in a stable, progressive, faced paced organization. I hope to utilize my skills, experience, knowledge and abilities to enhance the organizations growth and help it to meet its goals. I also hope to obtain personal enrichment through the relationship.

Professional Experience

06/2016-present
Administration Assistant

Kidney Center of Dialysis
Manager: Bill Alewel

Lafayette, CO
720-890-4661

- Greet patients
- Input billing data
- Answer Phones
- File
- Order clinic supplies
- Report to Medicaid/medicare on a monthly basis

12/2015-06/2016
VISA Specialist

Premier Members Credit Union
Manager: Adele Smith

Boulder, CO
303-657-7000

- Customer Service- Fraud & dispute cases
- Researched fraud cases
- Called members back concerning their fraud/dispute case
- Deposited money into members accounts when they had a fraud or dispute case

09/2012-10/2015
Administrative Assistant I

Weir Oil and Gas
Manager: Santos Soto

Fort Lupton, CO
303-535-5450

- Billing out customer work orders
- Work up new iron sales
- Accounts receivable
- Data entry
- Answer phones
- Scan and file completed orders and work orders
- Customer service

09/2010-08/2012
Teller

1st National Bank
Supervisor: Tracey Jones

Fort Lupton, CO
303-926-6380

- Customer Service
- Make deposits, withdraws for customers
- Cash Checks
- Issue cashier's checks, money orders & travelers checks
- Daily balance of Teller Drawer
- Follow up with Customers for current business and sales.

11/2008-09/2010

In home daycare provider

09/2005-11/2008
Teller/Card Specialist II

Elevations Credit Union
Supervisor: Roxi Stone

Boulder, CO
303-443-4672

- Customer Service- Fraud & dispute cases
- Researched fraud cases
- Called members back concerning their fraud/dispute case
- Deposited money into members accounts when they had a fraud or dispute case
- balanced general ledger on a monthly basis

Education

Fort Lupton High School: 1999; Diploma

Front Range Community College: Completed 20 Credit Hours

Additional Skills

Windows, Microsoft Word, Word Perfect, Excel, Lotus, Microsoft Access, Microsoft Office Suite, 10 key by touch, 70 WPM.

References: Upon Request.