

Jessika Fuscick

Loveland, CO 80538

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I am very experienced in any type of customer service and enjoy working with people. I am a great problem solver and am looking for a position that allows me to demonstrate this.

Authorized to work in the US for any employer

Work Experience

Office Administrator/Accounts Payable

King Buick GMC - Loveland, CO

July 2017 to Present

I am responsible for processing all car deals that come from the finance office. I break down the deals, send the funding packets to the bank, calculate the taxes and gross profit, then do the accounting entry into our computer system. I also do payables for both of our locations. I enter all invoices into the correct accounts, pay all vendors by either check or credit card, and reconcile credit card statements at the end of every month. I am in charge of taking down payments for vehicles and doing the daily deposit to the bank.

Front Desk Receptionist

Performance Physical Therapy - Fort Collins, CO

June 2015 to Present

I answer incoming calls, make outgoing calls to patients, schedule patients, and adjust therapist's schedules as needed. I am responsible for building and blocking schedules for all therapists, scheduling meetings, doing weekly reports to determine patient attendance, and nightly payment reports. I also do verification of insurance and make sure the proper authorization or referral is needed for each patient.

Front desk agent/ Head Housekeeper

Best western crossroads inn & conference center - Loveland, CO

January 2013 to August 2015

As a front desk agent I answered incoming calls, made new reservations and also made any changes to incoming reservations, took payment for guest's bills, and also did daily housekeeping room assignments. I used a multi line PBX phone system and visual matrix computer system.

As a Deep Clean Housekeeper and Head Housekeeper I cleaned and sanitized one room per day from top to bottom, and did inspections of the rooms cleaned by other housekeepers before guests were checked in.

Accomplishments

I helped to implement changes within housekeeping to ensure cleaner rooms and to help them be done more efficiently.

Skills Used

I demonstrated my great attention to detail and also my leadership skills as a head housekeeper/ room inspector. I was able to demonstrate my customer service skills as a front desk agent, and also my problem solving abilities when addressing guest concerns.

Sales team member (seasonal)

Target Supercenter - Fort Collins, CO

November 2012 to January 2013

Responsibilities

As a sales team member I was assigned a specific area in the store to stock, keep neat and organized, and to assist guests needing help. I helped in other areas as needed, such as cashiering during busy times.

Accomplishments

I helped keep a positive attitude and keep guests happy by helping them find what they needed quickly.

Skills Used

I was able to demonstrate my customer service skills here.

Inventory Control Specialist

Walmart Supercenter - Fort Collins, CO

March 2006 to October 2012

Responsibilities

I helped ensure correct counts on all inventory on the sales floor and in the back room. I fixed any inconsistencies in counts and ordered products that were low in stock. I worked in several other areas of the store including cashiering, sales floor, customer service desk, and money center.

Accomplishments

I helped to keep morale up with my coworkers and also stay on track with our time constraints.

Skills Used

I was able to use my customer service skills on a daily basis and also my computer skills to navigate the SMART system.

Education

High school or equivalent

Poudre high school - Fort Collins, CO

2001 to 2004

Skills

- Microsoft office (2 years)
- Compulink scheduling system (1 year)
- WebPT scheduling system (Less than 1 year)
- Front Desk

- Front Office
- Reception
- Receptionist
- Scheduling
- Data Entry
- Filing
- Billing
- Autosoft (2 years)
- Accounts Payable
- Invoice
- AP