

Jody Dailey

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Experience

Customer Service / Waitress / Food prep

Smokin' Classix Barbecue

July, 2018 — January, 2018 (-6 month)

All duties performed in small restaurant setting. Waitress, customer service, food prep, cash register.

Executive Office Assistant

Abbey Mortgage and Investments

All office duties to assist owner with 3 separate businesses he owned. Including marketing, social media, bookkeeping, collections, phones, appointment setting, showing settings, real estate closings, etc.

Receptionist

Alpenglow Veterinary Specialists and Emergency Center

Receptionist, general office duties and light bookkeeping.

Small Business Owner

Classic Closings

Owned and operated small real estate closing business. Prior to running my own business, I don't over 20 years in the title insurance industry. Performed many different positions during those years, including Escrow Officer, Sales Representative, Senior Manager, Title Searching, and Receptionist. All of these positions included extensive Customer Service duties.

Vet Assistant / Receptionist

LaPorte Animal Clinic

Assisted veterinarian with animals, receptionist, general office duties and bookkeeping.

Cleaner / Maid

Pro Clean Services

Cleaned apartments to prepare them for new tenants, general residential cleaning services.

Education

Cherry Creek High School

General, January, 1988

