

Jacklyn Kinkade

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Objective

A position in customer service with an emphasis on client relations and office management.

Skills & Abilities

- Manages daily office operations and maintenance of equipment.
- Receives and screens a high volume of internal and external Communications, including email, text and mail.
- Organizes files, develops spreadsheets, processes applications and scans documents.
- Facilitates a working relationship with clients and agents.
- Serves as the central point of contact for all clients, agents and insurance companies.
- Manages the receptionist area, including greeting visitors and responding to telephone requests for information.
- Designs electronic file systems and maintains electronic and paper files.

Experience

OFFICE MANAGER | AFFORDABLE LIFE INSURANCE | SEPTEMBER 1997 TO CURRENT

- Microsoft Office proficiency
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Professional and mature
- Strong problem solver
- Resourceful
- Strong interpersonal skills
- Time management
- Dedicated team player
- Medical terminology
- Honest

Education

- Billings Business College, Billings, MT Associates in accounting, graduated 1996
- Front Range Community College- Fort Collins, CO, currently- Associates of Science for Transfer
Related coursework: medical terminology, anatomy and physiology, biology, chemistry, calculus

Professional Licenses

- Colorado Notary Public, March 12, 2012 to present (commission expires in March 12, 2020)