

Jessica Yang

17849 E Gunnison Pl, Aurora, CO 80017
(720) 662-1447
jessicayang@hotmail.com

Career objective: To use my skills and knowledge in the best possible way for achieving the company's goal.

WORK EXPERIENCE

Crane & Hoist Sales, Inc (303) 287-4810

Jacob Marotta, Supervisor

Office Assistant, January 2019 – Currently working

- Answered phone calls and scheduled customers for inspections/repairs
- Entered data into Excel and converting files to PDF to send to customers
- Created Sales Order and Purchase Orders in QuickBooks
- Sent Purchase Orders out to vendors
- Dispatched techs out for scheduled inspections or service calls
- Organized and made files for new jobs/customers
- Took care of incoming shipment

Charming Charlie (303) 766-3561

Kat Najera, Manager

Sales Associate & Operational Lead, October 2018 – July 2019

- Cashier duty
- Style Specialist (helped customers when needed)
- *Became an Operational Lead in June 2019*
- Took care of incoming shipment
- Organized floor set for new collections of shipment

ProWest Electric (303) 450-7805

Denise Haskins, Supervisor

Receptionist & Bookkeeper, July 2018 – January 2019

- Answered phone calls
- Made phone calls to schedule electrical inspections
- Communicated with vendors for Purchase Orders
- Collected Invoices from vendors and created Billing in QuickBooks
- Reconciled credit card statements
- Took care of incoming shipment
- Organized and made files for new jobs

Eaton (303) 393-1522

Nizar Hashime, Supervisor

Assembler I, III, & Line Lead, July 2014 – July 2018

- Assembled light fixtures & boxed fixtures
- Able to read light fixture diagrams and schematics
- *Was sent out for Service & Warranty in March 2015 (had to rewire light fixtures in Oklahoma)*
- *Became Assembler III in March 2016*
- *Became Line Lead in September 2017*
- Trained employees how to assemble light fixtures
- Trained employees how to read diagrams and schematics
- Kept track of hourly goal
- Helped keep track of inventory annually

EDUCATION/CERTIFICATIONS

Hinkley H. School , Diploma

Graduated May 2014

Community College of Aurora, Currently Enrolled

- Introduction to Business
- PC Spreadsheet Concepts (Excel)
- Business Writing

Notary Public, Certificate

Expiration date: August 24, 2022