

Hello

I'm Jamie Dixon

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Profile:

An organized and dynamic individual with strong skill in relationship building and clerical duties, which have been proven with my educational background in Business Management and Business Administration.

Key Strength

- Data Entry (50wpm)
- Professional Correspondence
- Organizational and Management Skill

Experience

October 2017-February 2018

Circle Graphics, Longmont, Co - CDP Operator

- Work directly with the production management on special projects as needed.
- Willing to learn and put in my best efforts for production.

August 2017 - September 2017

Omnicare, Golden, Co- Pharmacy Technician

- Work with local nursing homes to meet run times and ensure timely dispensing of medications.

December 1999-August 2000

Church's Chicken, Milton, FL- Cashier

- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.

Education

January 2009- July 2015

Everest University - Master's in Business Administration-Graduated with a 3.4 gpa

Awards

Honor roll, Dean's List, and President's list.