

Jennifer Davis

Eaton, CO 80615

djdavis@msn.com

+1 970 402 5033

- Quick learner great Multitasker, Go getter; enjoy learning new things.
- Excellent communications skills; in person; phone or email.
- Familiar with Computers: Windows; Excel, Quickbooks, Data processing.
- General knowledge of office equipment; ie. fax/printer/scanners

Work Experience

Warehouse Associate

All American Pet Proteins - Greeley, CO

August 2019 to Present

Started as paperwork specialist, back up admin. Forklift operator and Inventory control, staging product feeling in as lead when needed.

Mortgage Customer Service Specialist

Credit Plus - Loveland, CO

September 2016 to August 2019

Answer phone, emails for borrowers and clients. Updating credit report for underwriting and loans processing.

Customer Service Representative

Kroll Factual Data - Loveland, CO

August 2009 to December 2013

Inbound/outbound calling updating credit reports, emailing clients, helped with new hire training, de-escalations team.

Inventory Coordinator

Royal Crest Dairy - Longmont, CO

2008 to 2009

office: Updated production product into system for all 3 locations, ordered all other products for delivery. Processed deliveries for both home and branch locations.

Office Manager

Check Into Cash - Loveland, CO

2007 to 2008

Verified pay day loans, took payments, did collections, trained new hires for other branch locations.

Education

Rangeview High School - Aurora, CO

Skills

- AS400
- DATABASE
- EXCEL
- OUTLOOK
- Office Management
- QuickBooks
- Administrative Experience
- Insurance Sales
- Accounts Payable
- Account Management
- Management
- Accounts Receivable
- Bookkeeping
- Microsoft Office
- Personal Assistant Experience
- Financial Services

Certifications and Licenses

Notary Public

August 2012 to August 2015

Was a traveling notary to doing loan closing.

Life Insurance

September 2021

State insurance.

Additional Information

Computer Knowledge

- Keep up on latest versions of windows/outlook, Database, Excel, AS400.