

Jennifer Nelson

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Objectives

To obtain and thrive in a position where I can maximize my skills in client service, quality assurance and leadership as well as continue to expand my professional skills and knowledge.

Education

World Leisure Travel Academy, November 1998

Institute of Certified Travel Agents, Proficiency Exam & Sales Skills Course, 1998

Experience

Proliance Surgery Center /12911 120th Ave NE suite h-110, Kirkland, WA 98034

Receptionist/ October 12th 2019-March 13th 2020

- Answered phones/ Collected Medical Insurance
- Verified insurance with numerous Insurance companies.
- Check-in and out Patients.
- Scheduled Patients/ Handled not only patient emergencies but Also last minute scheduling as well as L&I and MV Cases.
- Handled 12 Different Surgeons calls and schedules

Experience

Cintas Uniform Services / 6400 Merrill Creek Parkway Everett Wa 98203

April 3rd 2019 – Oct. 25th 2019

Driver, Manage Accounts, Deliver uniforms and supplies and pick up dirties, Collect Payment, Sales, Maintaining Customer Relationships

Experience

Tulalip Resort Casino | 10200 Quil Ceda Blvd. Tulalip Wa. 98271

Cocktail Waitress *January 31st, 2018 – April 2nd 2019*

- Sales, Cash management, Open/Close Store, Inventory, Stocking, Customer Service, Answering Phones

Experience

K&H Printing | 7720 Hardeson Road A, Everett WA. 98203

Assembly Line **2012 - 2012**

- Worked in hand assembly lines; individual and group

Experience

Coffee Cabana | 8801 172nd St. NE, Arlington WA. 98223

Barista **2011 – 2012**

- Serving guests, cash/card management
- Customer satisfaction specialist
- Open/Closed Store
- Bank deposits, Till management
- Supply orders

Experience

Pepsi Co. | 2300 26th Ave S. Seattle WA. 98144

Machine Operator **2010 – 2011**

- Understood & operated numerous machines
- Stocking
- Machine repair & Maintenance
- Assembly line

Experience

Untouchabull Kennels | Arlington WA. 98223

Owner & Operator **2004 - 2011**

- Managed website
- Marketing
- Sales
- Shipping/showing of animals
- Wholesale purchasing
- Land management
- Return customers due to excellent

Experience

Pacific Colours | Seattle WA.

Project Manager **1999 – 2004**

- Serving guests, cash/card management, served alcohol beverages, customer satisfaction specialist
- Food & Alcohol handlers permit
- Wedding/banquet catering experience



Skills

- Excellent interpersonal relationships
- Exceptional organization skills
- Proficient in multi-tasking
- Ability to adapt well to change within the organization