244 W 4th Street

Arlington, WA 98223

425-319-1029

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Jessica lynn sherritt

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| Objective | To obtain a position where I can integrate skills I have with strategies to develop and expand existing sales, product evolution and marketing. |
| Qualitative summary | Loyal and dependable  Exemplary communication and customer service  Detail oriented, adept at process improvement and multi-tasking  Enjoys meeting new people and making an impact on the community |
| Experience | Allstate *Licensed Sales Producer – Everett, WA*  *May 2018-Present*  Handles sales, claims, and customer service for clients and their policies. Including home, auto, motorcycle, boat, recreational vehicles, commercial and rental properties. Value village *Community Donation Manager-Marysville, WA*  *Community Outreach*  *Cashier*  *September 2008-Present*  Manager-Kept track of donations brought to the store through the donation center, ensured everything was properly accounted for and processed. Made and kept track of schedule for team members. Handled hiring training, paperwork, and counseling when needed. Consistently increased donation volume through marketing and providing a good donor experience. By doing so earned the store a bonus in 2017.  Community Outreach-Marketing for FUNDrive fundraisers for nonprofits. Attends events to network within the community, makes cold calls and emails to find potential organizations to work with. Schedules, coaches, processes and keeps track of fundraisers held. Has successfully built a strong foundation for the FUNDrive program within our store and in the district. Also schedules and arranges to donate items from the store to be recycled to nonprofits in the area who are in need, through our Get to Give program,  Cashier-Handles customer transactions, cash handling, provide excellent customer service. As well as other duties throughout the store. Specialty auto insurance *Administration and Customer Service-Lynnwood, WA*  *February 2000-June 2005*  Provided customer service both in person and on the phone. Cash handling, data entry, filing, insurance quotes and claim assistance. Modern Furniture *Administration and Accounts Receivable*  *September 1998-February 2000*  Provided customer service and answered billing questions. Kept track or money owed by clients, handled all billing and ensured collection. Data entry and filing. |
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| Volunteer work | **RockCreek Church, Marysville WA**  2015-Present  Awana Club Secretary. Keeps track of attendance, points and prizes earned. Assists children with studies.  **Arlington Public Library, Arlington WA**  September 2016-June 2017  Assisted customers in finding books. Put books in the rightful place, pulled books to fulfill customer holds.  **Marshall Elementary School, Marysville, WA**  September 2010-June 2016  Worked in classroom with teachers and students on various projects and offering general support as needed assisting.  **American Cancer Society, Everett, WA**  2011-2015  Working with and on the committees for programs such as Relay for Life, Making Strides against Breast Cancer and other events within the organization. |
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| References | Jennifer Dennis-village concepts retirement communities 425-346-1863desiree orrantia-value village 425-530-3806 **DAWN ZOOK-ROCKCREEK CHURCH** 425-344-5453 |