

1150 Progress Road
Baton Rouge, LA 70807

Michael L. Jackson, Jr.

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Education and Training

Baton Rouge Community College (Graduated) — Baton Rouge, La

Received A.A.S
Spring 2014

Associate of Applied Science in Entertainment Technologies

Experience/Coursework:

- Experience in programming languages; C++, C#, Javascript, HTML5, and CSS.
 - Proficient using Adobe Photoshop and Adobe Illustrator.
 - Recently completed coursework in both Computer Programming & Web Design.
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Professional Experience

Jackson Financial Solutions

1553 Harding Blvd, Baton Rouge, La 70807

11/01/2015 - Current

Office Assistant

Responsibilities include:

- Answering inbound calls from clients and assisting with inquiries.
- Performing Bank Reconciliations for both personal accounts and small businesses.
- Data Entry, entering client information into company system, and making sure all information for client is up-to-date and correct. This includes going over years of receipts and bank statements calculating and balancing all debits and credits.
- Filing and keeping orderly records of sensitive information such as bank statements, tax forms, copies of checks and receipts, etc.
- Experience using Quickbooks to input payroll information.
- Experience using Microsoft Office. Using multiple programs daily (Word, Excel).

The Home Depot

1553 Harding Blvd, Baton Rouge, La 70807

9/11/2015 to
10/15/2015

Flooring Specialist Associate

Responsibilities include:

- Assisting customers with making decisions on what type of flooring would be best for their living situation.
- Cutting carpet for customers based on measurements provided by them or using measurements that I have calculated for them based on their need.
- Using forklift equipment to place and receive pallets of freight from the overhead storage areas.
- Filing out order forms for customers that where placing orders. Working side-by-side with customers assisting with every step of their order including unloading their product from trailers when it arrives, and loading it onto the customers' automobile.
- Providing excellent customer and educating customers on the pros and cons of every type of floor (laminated, hardwood, ceramic, carpet, vinyl, and vinyl tiles).