

Jack Carpenter

Chicago, IL 60645

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9525001176

Authorized to work in the US for any employer

Work Experience

Data Entry Specialist

Wells Fargo - Minneapolis, MN

April 2020 to June 2021

Enter loan information into database.

Make corrections to existing loan documents.

Create new loan documents as needed.

Coordinate with local counties and settlement agencies through email and/or phone call.

Manage databases and research county sites for needed account information and mortgage documents.

Insurance Representative

HealthPartners - Bloomington, MN

January 2020 to April 2020

8170 33rd Ave S 952-883-6000

Assist members with any inquiries they may have about their insurance in a thorough and timely manner.

Navigate our database of members to provide accurate information. Be able to adjust to the needs of members in any situation and follow up with them if necessary.

Delivery Driver

Hot Box Cookies - Columbia, MO

September 2019 to December 2019

1013 E Broadway 573-777-8777

Ensuring all culinary equipment is sanitary and safe for use.

Preparing food and delivering to customer for consumption, both in-store and out.

Providing quality customer service with each interaction.

Delivery Driver

Domino's - Columbia, MO

May 2017 to July 2017

1621 Towne Driver 573-474-9565

Ensuring all culinary equipment is sanitary and safe for use.

Preparing food and delivering to customer for consumption, both in-store and out.

Providing quality customer service with each interaction.

Student Worker

UM Dining - Columbia, MO

August 2016 to December 2016

1200 E Rollins St 573-882-3663

Safely preparing food for consumption.

Ensuring that all equipment and facilities are sanitary.

Providing excellent customer service for each consumer.

Grocery Bagger

Lunds & Byerlys - Edina, MN

March 2014 to June 2014

3945 W 50th St 952-926-6833

Packaging groceries for each customer as needed.

Assisting customers carrying their purchases to their transportation.

Providing a quality experience and customer service for all patrons.

Education

Bachelor's in Anthropology

University of Missouri - Columbia, MO

August 2015 to May 2019

Skills

- Microsoft Office- extensive experience throughout schooling career with nearly all Microsoft Office extensions. (10+ years)
- Microsoft Powerpoint-extensive experience throughout schooling career. (10+ years)
- Customer Service- primary work experience, thus far. (1 year)
- Research- years of work researching for a multitude of different fields in college. (4 years)
- Health Insurance- have basic knowledge of health insurance plans and how they function. (Less than 1 year)
- Call Center (Less than 1 year)
- Computer Skills- have built my own computer, use multiple monitors, and have been actively using for the past 5 years. (5 years)
- Data Entry
- Delivery Driver Experience
- Databases
- Typing