

Cover Letter

Jennifer L. Young

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Overview

- **Analytical:** Skilled at segmenting tasks into more easily manageable steps
- **Detail Oriented:** Experienced at troubleshooting and proven proficiency for attention to detail
- **Flexible, Hardworking, and Energetic:** Has strong work ethic and is goal driven to get the job done
- **Proactive, Achievement Oriented:** Persistent; employs effort and determination; devises and implements strategies to obtain goals; continually learning new information and methodologies
- **Upbeat, Supportive Personality:** Optimistic and a strong believer that whether doing something alone or as a team, it should be done with the best possible attitude
- **Honest, Straightforward Nature:** Honesty is just the best policy

Ambitious, results-driven, recent C# graduate with proven record of success in building relationships as well as identifying and resolving problems. Possesses exceptional written communication and research skills and a passion for learning new technologies. Efficient and versatile team player able to report and create presentations and a talent for unravelling complex ideas.

I have listed a few key points of interest about myself in the column to the left.

If you have questions, or if you would like to schedule an interview, please contact me by phone at 314.443.8357 or by email at jclyoung@gmail.com. I look forward to exploring employment opportunities within your company.

Sincerely,
Jennifer L. Young

Enclosure:
Resume

Professional Summation Of

Jennifer L. Young

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Core Competencies

➤ Technical Aptitude

- C# .NET
- HTML, CSS
- Front-end and Back-end Programming
- Microsoft Office Suite (Word, Excel, Access, Outlook, Etc.), Adobe Suite (Photoshop, Illustrator) CorelDraw, Avery Design Pro, Quick Books
- General knowledge of most Accounting Programs, Scheduling Programs, Email Clients
- 10-Key Proficient, Typing (50 wpm), Data Entry, Internet Research

➤ Human Relations

- Customer Relations, Customer Interfacing, Customer Resolutions
- Followed and Maintained HIPAA Regulations

➤ Office Procedures

- Creation and implementation of new filing system
- Purchasing
- Office supply management
- Routing calls and mail
- Working knowledge of all office equipment fax, computer, printer, copier, collator, typewriter, calculator, switchboard operation

Education

LaunchCode | Saint Louis, MO

- Certificate C# .NET
- LiftOff

7/10/19
Current Course

Work History

Sales Assistant

05/18–Current

Trident Steel Corporation

- Processed rig and permit data daily and sent out Excel and Word spreadsheets of results
- Verified that companies in the “Blanks” section of the end-of-week report were not in the system
- Processed “Do Not Call” and “Blanks” reassignments, and created new accounts
- Tracked vessel shipments and provided updates
- Notified yards and trucking companies regarding inbound material
- Verified all orders on vessel-matched Vendors open order report
- Verified that all changes made to open order report matched current records
- Followed up on all discrepancies and ensured proper changes were made
- Verified packing lists for accuracy including but not limited to grade, diameter, weight per foot, wall thickness, quantity, and metric tons
- Verified delivery orders for accuracy including but not limited to all previously listed packing list requirements, delivery location, yard destination, and trucking company
- Verified that all products were accounted for, and that tallies from the trucking company and yards matched

Logistics Specialist Receptionist

02/14–11/18

Louis Maull Company

- Handled shipping and receiving
- Routed calls
- Processed UPS shipments
- Verified UPS billing, credit card charges, and freight charges
- Produced all shipping documentation and verified its accuracy
- Confirmed purchase orders and entered them into the system
- Invoiced and confirmed all pricing corrections and deductions
- Confirmed authenticity of bill backs or deductions and disputed if inaccurate

Purchasing Agent / Administrative Assistant

12/12–02/14

Express Personnel

- Audited QuickBooks, including credit card reconciliations, bank statements, invoices, and purchase orders.
- Performed data entry into SharePoint, QuickBooks
- Completed clerical and data processing support for Network, Hosting, Training and Software Development departments
- Ensured accurate completion and filing of service orders by confirming and comparing all completions
- Processed equipment purchases with vendors per technical specs.
- Coordinated with accounting regarding invoice estimates and payment of purchase orders
- Checked offsite backup logs and created trouble tickets
- Monitored system dashboard and created trouble tickets for alerts
- Assembled monthly Microsoft licensing reports, prepared quotes, purchased licenses, coordinated invoices, completed monthly subscription service reports
- Assisted with organizing service parts and equipment stock, and conducted physical inventory and location tracking for internal assets, equipment, and software