

Justin Clark Jose

4541 W. Foster Ave
Chicago, IL 60630

(773) 326-5263
JustClark.Jose@gmail.com

Objective

- To obtain a position with The North Face where I can utilize my customer service and problem solving skills.

Education

Northeastern Illinois University
Bachelors of Science in General Business Administration

Chicago, IL
May 2017

Employment History

Global Immigration Associates, P.C.

Chicago, IL

Immigration Paralegal

December 2017 to Present

- Prepare immigrant and non-immigrant visa petitions, including H-1B, L-1, Employment Based Green Card, and TN case types for major corporations filing with the U.S. Citizen and Immigration Services (USCIS) and Department of Labor (DOL)
- Review and edit all forms, client Letters of Support, Request of Evidence responses and PERM Audit responses for the U.S. Citizen and Immigration Services and Department of Labor
- Communicate regularly with clients and foreign nationals regarding procedural and case processing matters

Chicago Land Auto Insurance Consultants

Elmwood Park, IL

Assistant Manager

May 2017 to Present

Customer Care Representative

August 2016 to May 2017

- Hire, manage, and train potential employees
- Conduct all opening and closing procedures for the office
- Overlook daily financial accounts to ensure accuracy
- Review and enter client contracts into Quotepro Premium Finance System
- Conduct auto insurance quotes for current and perspective clients
- Expand and retain customer relationships by providing quality service
- Handle cash, check, and virtual credit card transactions

G.H. Bass

Rosemont, IL

Sales associate

August 2015 to August 2016

- Promoted sales to meet and exceed both personal and store sales goals
- Enhanced customer experience to complete commission based sales
- Placed special orders for online exclusives and out of stock styles

Areté Event Staffing Firm

Chicago, IL

Event Staff

April 2015 to January 2016

- Promoted Chicago land area events (festivals, concerts, sports games etc.)
- Gate staff – greeted and assisted festival attendees
- Food runner and cashier for concessions support

American Eagle Outfitters

Rosemont, IL

Stylist

March 2013 to September 2015

- Maintained metrics (Rewards cards, credit cards, e-mail and mobile captures)
- Mentored new associates on store procedures and standards
- Floorsets and maintained the store's visual standards

Skills and Qualifications

- Proficient in Quotepro Premium Finance System and Qutorepro Auto & Home Rating System
- Intermediate in Microsoft Office including Word, PowerPoint and Excel
- Adjust quickly to a new environment and handle multiple tasks