

Jeremy Maynard
16951 Addison Road #2404
Addison, Texas 75001
(972) 201-4690
Charmaynard@gmail.com

OBJECTIVE

To secure a full-time position in clerical administration that would utilize and enhance my skills and experience.

EDUCATION

Plano East Senior High School: Diploma, Class of 2001

TECHNICAL SKILLS

Hardware Support: Intel based desktops, DELL desktops and laptops, hardware troubleshooting.

Operating Systems: Windows 95/98, Windows 2000, Windows XP Professional, Windows Vista, Windows 7, MS DOS

Software: Microsoft Office 97/98/2000/XP/2003/2007, Microsoft Outlook, Adobe Flash, Titan Billing Software, PeopleSoft,

GENERAL SKILLS

- Strong problem solving skills; adaptable, astute, and resourceful.
- Exceptional customer service. Personable, engaging, and out-going.
- Works well both in teams and independently.
- Solutions-oriented, organized, and calm under pressure.
- Bilingual (English, Spanish)

EXPERIENCE

Billing Coordinator, Regus LLC: June 2009 to Present

Manager, International House of Pancakes: May 2008 to March 2009

Bartender, Pappasito's Cantina: February 2007 to October 2007

Accounts Receivable Clerk, Lennox Industries: June 2005 to January 2007

Interrogator/Human Intelligence Collector, US Army: July 2001 to February 2004