**Jennifer LeAnn Lindstrom**

8618 NE 26th Avenue, Vancouver, WA 98665

316-393-3341

[Jenlindstrom84@yahoo.com](mailto:Jenlindstrom84@yahoo.com)

**Objective:**

To obtain employment with stable company where I can grow my skills and abilities while contributing to the overall success of the organization.

**Summary of Qualifications:**

* *Five years* experience in delivering positive customer experiences to various consumer bases…
* *Exceptional customer service skills* demonstrated by the prompt and attentive service provided to clients…
* *Adeptly directs staff* in accomplishing daily work tasks as evidenced by consistently meeting established store and personal goals…
* *Strong attention to detail* as evidenced by meticulous processing of confidential paperwork and accurate nightly cash reconciliation and reporting …
* *Effectively trained new employees* to perform work tasks; trained others in the responsibilities of a shift leader…
* *Versatile employee* who is able to successfully adapt to the many demands of a business…
* *Composed under stress…quick learner…works well independently…team player…*

**Work Experience:**

* **DERMOT REALTY MANAGEMENT,** Wichita, KS

*Leasing Agent* 2009-2010

* Perform leasing activities for the properties assigned including, but not limited to preparation of lease documents, potential tenant screening, showing available units…
* Organize daily work tasks to ensure the timely and accurate flow of work thru the leasing process…
* Develop relationships with current and prospective tenants ensuring the successful occupancy of assigned properties…
* Skilled in the use of Yardi Voyager, the application used to maintain residential and billing data and accounts…operate office equipment as required by work assignments…
* Evaluate leasing applications to determine completeness and suitability…follow-up with potential tenants to obtain additional information to make a leasing decision…
* **CITY MARKET,** Pagosa Springs, CO

*Photo Lab/GM*  2006-2008

* Organize and prioritize own work to ensure successful job completion and the timely preparation of customer orders…
* Provide exceptional customer service assisting clients with purchases...ensure adequate stock of merchandise and supplies were available to maintain work queues…
* Effectively perform light maintenance and repair duties to ensure the functioning of the photo lab equipment…
* **TOYS R US,** Wichita, KS

*Customer Service Representative*  2005-2006

* Manage the customer service desk assisting customers with all their needs…
* Reconcile and balance cash drawer daily…assist and approve cashier over rides…

**Education:**

* **High School Diploma, 2002**

Pagosa Springs High School

Pagosa Springs, CO