‍Katherine Rose Jamison

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Objective

Looking for work in an office related field or retail. Preferably work would involve customer service, computer technology, and management. Challenging and fast paced is a must.

Education

GED | 03/2008 | Portland community college

Management

I do have inventory management experience. At the beauty I worked at I was in charge of making inventory orders, and receiving inventory. Made sure that everything was stocked and ready for the weeks ahead. Set up displays for sales purposes.

Sales

I have worked in the banking industry and retail I do have plenty of sales experience, alone with customer service. I look at sales not go make a profit but to benefit the customer in what exactly their needs are. Asking proper probing questions to get the customer exactly what they desire the first time.

Experience

 | us bank | jul/2012- current

* I am a personal banker at the US Bank call center. I receive calls from customers inquiring information about their bank accounts. I answer as many questions as I can whilst finding bank products that may help them in the future such as another savings account or credit products.

 | Wells fargo | 01/2012-06/2012

* I was a teller. I deposited checks and cash, made withdrawls, payments to credit products, and found other banking products to better their experience with the bank.

 | teletech | 04/2011-01/2012

* I worked for Bank of America call center services customers on their checking, savings accounts and credit cards. I would answer any questions they had or concerns about fees or other accounts.

 | lc staffing | 08/2010-04/2011/ Waterstreet insurance

* I was a receptionist for the staffing agency or a brief period which required me to check in customers to meet with a staffing agent, enter applications in the system, and answer multiple phone lines. Then I was assigned to work at an insurance company because it was a better position for me. I would research houses and make sure that they could be covered by our insurance company.

| aVEDA | 09/2008-05/2010

* I was inventory manager and also receptions at the Aveda Institute. I checked in orders of hair products and other essentials. I placed orders and also set up displays. As a receptionist I checked in clients for their hair or spa appointments, answered any questions that they had about the school, made appointments, and handled the cash register.