**Jasmine N. Gamble**

**280 Plain Drive**

**East Hartford, CT  06118**

**(860)680-5161 / (860)519-1842**

**Gamblejn@Yahoo.com**

**Summary**

A highly organized, detail oriented and a proficient problem solver who understands the level of commitment, confidentiality and high level of energy required producing excellence in service.

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**Objective:**  Is to obtain a position that allows me to leverage my customer service, negotiating, problem resolution and decision making skills.

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**Professional Experience**

Compu-Tech (Temp Officeteam) Wethersfield, CT 11/2010- 08/2011

**Administrative Assistant**

* Answer phones/direct calls, Greet customers, Document daily tech log

And calculate mileage. Scan documents, general office duties, prepare daily bank deposit. Create customer invoices in QuickBooks, Print and mail customer invoice, File customer and vendor invoices. Enter customer/vendor information in TigerPaw database. Accounts receivable calling and mailing checks to vendors.

Rehoboth Church of God(Temp), Bloomfield, CT 6/2010-10/2010

**Administrative Assistant**

* Answer incoming calls, keep track of pastors daily schedule. Making weekly programs using PowerPoint and general office duties.

Windsor Locks Federal Credit Union, Windsor Locks, CT               2/2007-12/2009

**Member Services Representative**

•         Take customer comments and complaints; try to help them to a satisfactory resolution.  Answer multiple phone lines, input financial data and keep track of inventory.  Opening and closing of accounts using OFAC and Chexsystem.  General office duties.

Healthtrax Fitness & Wellness, Glastonbury, CT                             9/2006 - 2/2007

**Front Desk**

•         Responsibilities include but not limited to greeting members, member check-in, member services, sharing Fitness and Wellness center program information.  Answering and transferring inbound and outbound calls.  General office duties.

SUGGS & ASSOCIATES LLC. Windsor, CT                                 10/2005-9/2006

**Customer Service Representative**

•         General office duties and special project work including data processing.

Bank of America (Seasonal) Windsor, CT 3/2005-8/2005

**Operations Representative**

•         Correcting tax forms using numeric data entry.

UPS(Adecco Seasonal) East Windsor, CT 5/2005-4/2006

**Package Handler**

•         Process and handle packages for shipment.

Hartford LOB Hartford, CT 3/2004-7/2004

**Volunteer Aide**

•         Volunteer Aide to Senator Eric Coleman, duties included writing citations, letters, bill tracking, opening and sorting mail. Working with constituents by phone, letter or walk-ins. Keeping track of the legislators schedule and all other general office duties.

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**Education**

**Capital Community College Hartford, CT                                 9/2004 - 5/2005**

•         Working to accomplish my associate’s in business management.

**Loring Job Corps Limestone, ME                                4/2003- 4/2004**

•         Obtained GED and certificate in medical reception.

**References available upon request.**