Jeremy Sawyer

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Experience:

**Call Center Representative and Courier**

Overton Russell Doerr and Donovan LLC – Clifton Park, NY

2016 to Present

* Manage incoming calls from guarantors, insurance, and clients.
* Adhering to laws, guidelines, and regulations.
* Assisting guarantor’s in finding solutions to their outstanding accounts.
* Making cold calls to advise guarantors of accounts in the office.
* Driving between the firm and clients picking up and dropping off paperwork.
* Making sure all post is delivered to the post office in a timely manner.

**Shift Supervisor**

Rite Aid- Cohoes, NY

2013 to 2016

* Maintain a clean and orderly store, while assisting with customers.
* General merchandising and restocking.
* Manage/make store schedule according to employee availability.

**Dish Washer and Busser**

Colonie Elks – Colonie, NY

2009 to 2013

* Maintain clean and sanitary equipment and dinning wear for the kitchen and patrons.
* Clean and reset tables in a timely manner to allow the hostess to seat more patrons.

**Life Guard**

Cohoes Public Pool – Cohoes, NY

2010 to 2012 (Seasonal)

* Watching patrons in and around the pool.
* Enforcing the pool rules to maintain safety, and apply first aid where necessary.

Education:

**Emergency Medical Training**

Hudson Valley Community College – Troy, NY

May 2013

Skills:

Customer Service, Detail Oriented, Extremely Organized, Punctual, Time Management