

Jennette Gutierrez

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Objective:

Seeking a challenging position in the field of Computer Information Systems.

Summary of Qualifications:

- Very responsible, Organizational skills, Multi-tasking, Communicational skills
- Computer Proficient : Microsoft Word, Microsoft PowerPoint, Excel, Salesforce
- Bilingual Spanish
- Arizona Real Estate Sales License, Arizona Insurance License: Property and Casualty, Life and Health/Accident Producer

Education:

Queen Creek High School	Central Arizona College	Currently at Arizona State University
2010 Graduate	2012 Graduate -Business	Computer Information System degree
Queen Creek, AZ	degree	Tempe, AZ Class of Dec. 2014
G.P.A. 3.5	G.P.A. 3.7	G.P.A 3.15

Work Experience:

Shea Homes at Encanterra 2013-present

Intern → Tour Center Assistant → Jr. Community Representative

Oasis Insurance Agent 2012-2013

Duties include:

- Writing home and auto insurance policies.
- Answering phone calls.
- Solving customer concerns.

Gutierrez Farms 2009-present

Family Business

Duties include:

- Maintaining financial records.
- Tracking expenses and income.
- Billing out accounts payable.

Farmers Insurance 2009-2010

Duties included:

- Answering phone calls.
- Taking and making payments for clients.
- Making sure alerts are up to date.

Volunteer Work:

2012-2013 Queen Creek Citizen Leadership Institute Graduates
2011-2012 San Tan Valley Relay for Life Committee
2011-2012 Secretary of CAC Phi Theta Kappa Honor Society

Related Experience

2013 -2014 Department of Information System Club (DISC) member
2011-2012 Phi Theta Kappa Secretary
2010-2011 Central Arizona Honors Program

References: Available Upon Request