

Justin Thompson

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Detail-oriented professional with a strong technical foundation, excellent computer proficiency, and proven ability to work collaboratively in structured environments. Skilled in quality inspection, documentation, and customer service, with hands-on experience in data entry, systems testing, and communication across diverse teams. Adept at adapting quickly in fast-paced settings and ensuring accuracy, safety, and efficiency.

WORK EXPERIENCE

No Leash Needed 03/2023 - 08/2025 Customer Service Representative Saint Louis, MO

- Ensured animal safety, health, and well-being by maintaining vigilance in high activity environments and making quick, sound decisions.
- Administered feeding schedules, handled medications, and monitored behavioral changes with strong attention to detail.
- Supported smooth daily operations by adapting to evolving procedures and communicating effectively with staff in a fast-paced, team-oriented setting.
- Contributed to a safe, clean, and organized environment, enhancing customer satisfaction and repeat business.

Webster University 02/2021 - 12/2022 Access Services Clerk Saint Louis, MO

- Cataloged and organized digital and physical library materials with high accuracy, improving accessibility for faculty, students, and guests.
- Navigated multiple software systems to maintain structured documentation and support efficient operations.
- Delivered quality customer service by assisting diverse patrons, answering inquiries, and providing guidance in academic research and resource use. • Supported cross-functional teams by balancing administrative, technical, and client-facing responsibilities.

EDUCATION

Bachelor of Arts in Game Design & Development

Webster University Saint Louis, MO • 08/2019 - 12/2022 **Associate of Technology in Application & Web Development (In - Progress)** Ranken Technical College, Saint Louis, MO

SKILLS

Core Skills: Attention to Detail & Short-Term Recall, Basic Systems Testing, Communication & Collaboration, Customer Service, Data Entry (Digital & Paper Forms), Process Adaptability, Quality Inspection & Documentation, Unity & C# Programming (Strong Computer Use)