**Jennifer J. Weddle**

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Naperville, IL 60563

630-778-1572

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**Profile**

I’m a dedicated, responsible, and loyal employee. I like to provide great customer service and enjoy meeting new people.

**Areas of Expertise**

Customer Service, Filing, Billing, Light Accounting

**Work Experience**

**Kent L. Kopinski D.D.S.** August 2006 - May 2016

Butterfield Centre Plaza #8

Glen Ellyn, IL 60137

630-469-5024

Receptionist – Job responsibilities included customer service, scheduling appointments, submitting insurance claims, billing and correspondence, daily accounting.

**Community United Methodist Church** May 2005- Present

20 N. Center St.

Naperville, IL 60540

Child Care provider in the nursery.

**Marshall Field’s** November 1997 - August 2001

Fox Valley Center

Team Leader in Men’s, Women’s, and Intimates – Scheduled employees, maintained the sales floor, customer service.

Sales Associate in Shoes – Customer service and sales.

Merchandise team – Signage and stock for sales, and stocked the floors with new merchandise.

**Education**

Western Illinois University Bachelor of Arts in Home Economics

**Skills/ Volunteer Interests**

Community United Methodist Church, United Methodist Women

President 2011 - 2012, 2014 - Present

Treasurer 2007 - 2010

Granger Middle School, Parent Teacher Student Association

2nd Vice President May 2015 - May 2016

**References provided upon request.**