11326 Sandy Ridge Circle Sandy, UT 84094

801-898-8015

seajensen@gmail.com

## **EXPERIENCE**

Shift Leader, Skippers; Sandy, UT — November 2014—October 2015

Responsible for managing 3-5 employees on any given night and performing a variety of jobs around the restaurant.

Responsible for tallying money from the register and making sure that everything was in order, as well as making deposits into the restaurants safe and occasionally the bank.

In charge of keeping customers happy and managing complaints and difficult customers regularly.

Customer Service Representative, Abeo; Sandy, UT — October 2015—August 2017

Talked with people on the phone about their medical bills, dealing with a variety of different types of accounts and situations, taking down insurance information and setting up payment plans.

Took inbound calls from patients with grievances about their medical service or their bill and helped them deal with the bill properly.

Kept in accordance with HIPPA Law throughout the job.

## Drive and Load/Bagger, Harmons; Sandy, UT — January 2018—August 2018

I kept the parking lot clear of carts and helped bag when it was busy. I also would occasionally help with tasks in other sections of the store, including food preparation.

# Kitchen Team Member, Chick-Fil-A Bulldog & State; Provo, UT — September 2018— Current

I am responsible for keeping up with and helping prepare orders for rushes and catering and meeting the quality standard expected by the restaurant. Work is very fast-paced.

## **EDUCATION**

Utah Valley University — 2016 - present

- I studied in the first two years of the film program. Learned several Adobe programs. I have experience with photoshop, illustrator, indesign, and premiere.
- Current web development student. Experienced with CSS, HTML5, Javascript, and VueJS.

## **SKILLS**

- Good experience with customer service.
- Good experience with design, development, etc.

- Experienced with Adobe products.

- Experienced with Affinity Designer.

- Experienced with video and audio editing.