

Jessica Bortz

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#readytowork

Authorized to work in the US for any employer

Work Experience

Homemaker/Student

December 2012 to Present

Financial planner, social perception, emotional intelligence, decision making, problem solving, communication, tax preparation, budgeting

Programmer/ Flasher

M & E Endeavors

December 2011 to June 2018

Manually Flashed cellphones, changed ESN, PRL, troubleshoot, repaired phones, used CDMA software to flash phones.

Transcom Worldwide- Apple Tech Support

Troubleshoot customer issues, resolved usage problems related to but not limited to: software updates, account access, Bluetooth devices, etc.

Accounts Receivable, Customer Service

Eureka Water Company

June 2014 to September 2014

Greeted customers, data entry, troubleshoot customers' accounts, applied payments to accounts, processed customer emails and billing inquiries, answered calls, received and forwarded mail, forwarded tax information to vendors and customers, assisted customers with payments and products, sales, recorded daily income and loss.

Education

Associate Degree in Business Administration in Business Administration

American InterContinental University

December 2014

Skills

- Thrives in a multi-task environment
- Excellent knowledge of electronics and technology

- Excellent time management and communication skills
- Able to grow with company through versatility and adaptability
- Microsoft Office

Assessments

Logic & Critical Thinking — Highly Proficient

December 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/1f6fae200cec681555e77cb1b17f9dceeed53dc074545cb7

Human Resources Skills: Recruiting — Highly Proficient

May 2020

Managing the candidate sourcing and selection process.

Full results: https://share.indeedassessments.com/share_to_profile/da50fe517f789fbb76ab80af927a8daeeed53dc074545cb7

Project Management Skills: Budgeting — Highly Proficient

May 2020

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: https://share.indeedassessments.com/share_to_profile/e37cd327ec42d829110717b91f318edfeed53dc074545cb7

Management & Leadership Skills: Planning & Execution — Highly Proficient

May 2020

Planning and managing resources to accomplish organizational goals.

Full results: https://share.indeedassessments.com/share_to_profile/49f51432aa57730659bef17fe429cb48eed53dc074545cb7

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