

Jenny Branscum

Pleasant Plains, AR 72568

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870-307-3892

Authorized to work in the US for any employer

Work Experience

Administrative Assistant/Receptionist

Murphy Law Firm - Batesville, AR

November 2019 to Present

Assist staff with variety of tasks

Answer multi-line phone system

Direct calls to the correct person and/or take messages

Greet clients

Troubleshoot computer and office equipment

Maintain library

Fiscal Support Specialist

University of Arkansas - Batesville, AR

January 2018 to August 2019

Monthly payroll

Limited human resources

Budgeting

Monthly reports

Accounts Payable

Accounts Receivable

Event room scheduling

Bank deposits

Answer and direct phone calls

Executive Assistant

Aerotech Machine - Batesville, AR

June 2016 to December 2017

Assist CEO in variety of tasks.

Conduct weekly payroll.

Take care of accounts payable and accounts receivable.

Responsible for all human resources.

Assist office workers with tasks as needed.

Substitute Teacher

Subteach USA - Batesville, AR

October 2015 to June 2016

Followed detailed instructions from teachers.
Problem solving with students in classroom setting.

Business Manager

BodyFit Gym

December 2014 to October 2015

Take care of billing, payroll, monthly reports, inventory
Oversee other employees
Handle any issues with members' contracts
Set goals and deadlines for the gym
Oversee maintenance and repair of gym equipment

Front Desk Clerk

BodyFit Gym

July 2014 to December 2014

Front Desk/Smoothie Bar, Body Fit Gym

Greet persons entering the gym
Make smoothies, clean gym
Answer phone and provide caller with information needed
Give tours of gym to potential members

Event Planner

Stay at Home Mom

July 2001 to July 2014

Housekeeper
Accountant
Organization

Direct Sales Representative

Self Employed

October 2006 to October 2010

Romance Parties

Maintain customer records
Demonstrate or explain products to persuade customers to purchase products
Sell products and keep records of sales
Set up and arrange displays or demonstration areas to attract attention of potential customers
Suggest specific product purchases to meet customers' needs

Education

B.S. in Business Administration

Arkansas State University

December 2014

High School Diploma

Batesville High School
May 1993

Skills

- Inventory Control (1 year)
- Payroll (5 years)
- Organization (10+ years)
- Quickbooks (2 years)
- Microsoft Office (10+ years)
- Customer Service (10+ years)
- Sales (4 years)
- Data Collection (2 years)
- Data Entry (10+ years)
- Direct Sales
- Personal Assistant Experience
- Product Demos

Additional Information

Business

Organizational skills in an office and on a computer

Cooperates and works well with others

Coordinates and completes tasks

Facilitates regular meetings with employees

Team worker who is able to adapt in highly dynamic and changing situations

Software

Proficient in Microsoft Word, Excel, PowerPoint, and Outlook

Basic knowledge of Quickbooks

Very internet-savvy including email, social media, search engines, and internet browsing