

Jayme Jackson

Santee, CA 92071

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619-212-2221

Authorized to work in the US for any employer

Work Experience

Office Manager

A Garage Door and Gate Store - Lakeside, CA

February 2015 to Present

- Take care of the customer base
- Invoicing
- Job Scheduling
- Accounts Receivable/ Accounts Payable
- Answering Phones
- Handle the company emails
- Sales
- Cash handling and credit card transactions

Administrative Assistant

Custom Decals

June 2010 to July 2012

- Take care of the customer base
- Invoicing
- Job Scheduling
- Accounts Receivable/ Accounts Payable
- Answering Phones
- Handle Company emails
- Track job completion from start to finish
- Shipping

Bra Specialist

Victoria Secret - El Cajon, CA

October 2009 to June 2011

- Sales
- Customer Service
- Cashier
- Leader of my section of the store
- Replenishing

Administrative Assistant

R&M Construction - San Diego, CA

August 2007 to July 2009

- Take care of the customer base
- Invoicing
- Handle phones
- Accounts Receivable/ Accounts Payable
- Budgets
- Assistant to Vice President

Education

Associates Degree in Social and Behavioral Science

Grossmont Community College - El Cajon, CA

August 2012 to December 2014

Diploma

El Capitan High School - Lakeside, CA

August 2003 to June 2007

Skills

- Typing
- All Office 360 programs
- Organization
- Social Media
- Communication
- Accounting
- Scheduling
- Accounts Payable
- Quickbooks
- Data Entry
- Billing
- Payroll
- Receptionist
- Microsoft Excel
- Microsoft Office
- Outlook
- Office Management
- Human Resources
- Bookkeeping
- accounting
- Word
- Accounts Receivable
- Marketing
- Account Reconciliation
- Bank Reconciliation
- Medical Billing

Assessments

Office Manager — Proficient

February 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/9e488e0aa0836ecdea00100bf3d28e13eed53dc074545cb7>

Spreadsheets with Microsoft Excel — Proficient

February 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/6c44651afe9aa4f08e4e2f4b8f16259deed53dc074545cb7>

Working with MS Word Documents — Highly Proficient

January 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: https://share.indeedassessments.com/share_to_profile/b76355932b30bfd3866910456872dfa7eed53dc074545cb7

Receptionist — Proficient

July 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/da85613c23e1381eb0014d4c68a92e69eed53dc074545cb7

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