

# Jess Priester

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## Professional Summary

Motivated customer-centered self-starter experienced in personnel support, office organization, and office administration across a variety of platforms and industries. Honest, hardworking, and reliable.

## Skills

- Proficient in PC office applications (Word, Excel, Outlook, Powerpoint) and social media
- Experienced in analyzing and developing existing office/communication plans with an eye toward better information management and organization, while staying customer-focused
- Detail-oriented with excellent verbal and written communication skills
- Experience in the following industries: Heath Care Administration; Construction/Remodeling; Commercial Print/Direct Mail

## Career Summary

### Precision Dialogue Direct – Chicago, IL

#### Sales Administrator/ Estimating Coordinator (January 2015 - Present )

- Main point of contact and support for a direct mail sales staff of ten with yearly revenue of \$20MM working nationwide
- Organized and maintained a sample file and template library for over one hundred existing clients
- Researched prospects across a variety of industries and social media and identified key buyers and marketing personnel for the direct mail sales staff
- Developed, maintained, and furnished a report of estimating and sales activity for the direct mail sales staff on a weekly basis
- In Sept 2015, began working in support of the estimating department in conjunction with sales administration duties
- Supported a full time department of estimators with an average weekly volume of eighty quotes
- Maintained updating file of estimates and specification sheets for the estimating department with a five-year history
- Coordinated year end transfer of files to warehouse and destruction of documents
- Began training as a estimator for direct mail

### Accreditation Association for Ambulatory Health Care, Inc. – Skokie, IL

#### Accreditation Processor (May 2013 – January 2015)

- Main point of contact for troubleshooting surveyor travel requests and concerns
- Created and distributed survey fee invoices, confirmation letters, and supporting documents
- Responsible for booking hotels and making travel arrangements for multiple surveyors
- Prepared decision letters and reports for weekly reporting to multiple corporate liaisons
- Compiled data and generated reports for sales and billing

### **C & R Home Improvements – Wheeling, IL**

**Administrative Assistant** (March 2008 –April 2013) (Concurrent Employment with NCH)

- Main point of contact for twenty five employees and the owner
- Coordinated and finalized proposals and created work orders. Established an updating client file for existing and new customers
- Managed and routed inbound calls; scheduled appointments
- Performed cold calls and secured B2B services for local businesses

### **Northwest Community Hospital – Arlington Heights, IL**

**Lab Representative** (August 2010 – July 2011)

- Main point of contact for doctors, hospitals, and patients regarding test results and insurance requirements and compliance for the laboratory while maintaining HIPAA compliance
- Responsible for maintaining an updating client file of over one hundred patients for the laboratory. Generated daily and weekly reports for verification and billing.

### **Education**

John Hersey High School – Arlington Heights, IL

*Graduated*

2005

Arlington Academy – Buffalo Grove, IL

*Illinois Cosmetology License*

2009