

Jessie Galindo
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LINKS

<https://www.linkedin.com/in/jessie-galindo-09418092/>
<https://mrmessyface.github.io/jessie-galindo-portfolio/>

PROFESSIONAL SUMMARY

Enthusiastic team member eager to contribute to team success through hard work, attention to detail,

SKILLS

Grayware, Malware, and Virus Removal Tools (Norton, Avast, AVG)

Software: Microsoft Office 2003-Current (including Excel); Adobe Premiere Pro CS5+; Adobe Photoshop

Typing: 55 WPM

Systems: Windows (98-11); Printers

Customer Service via Phone, Live Chat, and Emails.

Multi-Tasking

WORK HISTORY

Customer Service Representative - Principle Choice Solutions

July 2020 - September 2022

Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs. Answered customer telephone calls promptly to avoid on-hold wait times.

Podcast Host - The Messed Up Wrestling Podcast

June 2018 - April 2021

Preparing for upcoming episodes by conducting research in specific topics and writing story plans. Set

Accounts Payable Assistant - Conagra Brands

June 2019 - January 2020

Handled and disposed of duplicate invoices in order to allow originals to be paid. Researched invoices

EDUCATION

Web Development - Northwestern University

January 2023 - July 2023

Computer Systems Technology - UEI College

October 2012 - June 2014

ACCOMPLISHMENTS

I remembered to turn the oven off when I took the pizza out. Received a leadership trophy for helping