

JESSICA L. CREWS

OBJECTIVE

Seeking a position where I can use my years of excellent customer service, my superior education and abilities in the health care field, and my ability to do a great job as a health education provider.

EDUCATION

Student University of Florida Gainesville, Florida

Bachelors of Science in Health Education Behavior

Anticipated in December 2005

- Specialization in Health Promotion and Wellness

Graduate St. Johns River Community College Palatka, Florida

Associate in Arts Diploma

- 2002 “Who’s Who Among Community College Students” recipient.
- Volleyball team member –2000-2001

LANGUAGES

Fluent in American Sign Language

WORK EXPERIENCE

Two Years Wal-Mart Gainesville, Florida

SUPPORT MANAGER

- Supervise all store associates
- Excellent knowledge of operating a multi-million dollar store
- Efficient with merchandise management
- Excellent customer service and associate cooperation

ACCOUNTING ASSOCIATE

- Efficient with financial paperwork
- Efficient office related work including computers.
- Accurate with money handling responsibilities

One Year Hitchcock’s Foodway Hawthorne, Florida

OFFICE CASHIER AND SCANNING COORDINATOR

- Excellent and caring customer service, effective use of all related equipment including computerized cash registers, accurate cash handling and monitoring of cashiers.

- Efficient use of multi-line telephones, eye for detail in referencing product prices and correction of same, responsible in opening and closing of store each day.
- Worked well as part of a food store team, calm in emergencies, helpful, and a clear communicator.

Two Years Cellular Connections Interlachen, Florida

ACCOUNT EXECUTIVE

- Accurate and prompt activation of cellular phone and pager accounts, initiation of paperwork and closing of paperwork as well.
- Excellent customer service, organized filing and distribution of materials, efficient office related work including computer, fax, and copiers.
- Excellent knowledge of most common software programs including Microsoft Office Suite.

One Year Miller's Supervalu Interlachen, Florida

CASHIER/CUSTOMER SERVICE

- Excellent, comprehensive customer service, calm in emergencies, ability to multitask.
- Trustworthy and accurate monetary transactions, utilization of all related equipment effectively, kept a safe and clean workspace.

VOLUNTEER EXPERIENCE

May-August 2004 Shands Hospital at the University of Florida
Pediatrics and Pediatrics Intensive Care Unit

February-August 2003 Shands Hospital at AGH
Breastfeeding Mentor

CERTIFICATIONS

- CPR certified until 09/2006
- First Responder certified until 12/2006

SUMMARY OF QUALIFICATIONS

Very computer literate with knowledge of most common software programs (i.e.; WORD, Excel, PowerPoint), educated in office technology, and excellent ability to perform most office functions. Very confident, motivated, energetic, enthusiastic, and positive outlook. A team player, flexible, adaptable, and learn new processes quickly. Very organized, responsible, and cooperative. Results oriented and caring.

REFERENCES

Available upon request.

