

Jeannette Marine

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PROFILE

An enthusiastic team player with a willingness to accept new responsibilities...a natural ability to communicate with people...a self-starter who works well under pressure...attentive to detail and follow through...a leader with strong decision making skills and a strong desire to succeed.

Demonstrated Customer Service Experience Including:

- Ability to deliver the high quality customer service
- Friendly, courteous manner with customers on the telephone and in person
- Strong organizational skills with the capacity to handle numerous tasks simultaneously
- Outstanding communication, interpersonal and problem solving skills
- Dedication, strong work ethic and willingness to undertake new responsibilities

SUMMARY OF QUALIFICATIONS

- Customer Service / First Point Of Customer Contact
- Time Management/Meeting Critical Deadlines
- Web-Based Technology
- Problem Solving / Public Relations
- Cash Management
- Answering Telephone Inquiries
- Problem Solving
- Data Entry

Proficient With The Following Computer Software & Applications:

Microsoft Windows & Office · Web-Based Technology

Language Skills:

Bilingual in English & Spanish / Effective Interpreter

PROFESSIONAL EXPERIENCE

Receptionist 2004- Present
Elizabeth House, Elizabeth, NJ

Locksmith's Assistant Summer 2004- 2006
KeyWorld Locksmith, Elizabeth, NJ

EDUCATION

Course Work in Biochemistry
College of Saint Elizabeth, Morristown, NJ
High School Diploma
Saint Mary of the Assumption HS, Elizabeth, NJ

