

Jess Dickinson

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Accurate • Trustworthy • Ethical • Discreet • Organized • Precise • Kind • Patient

OBJECTIVE: To re-enter the workforce as a PART-TIME BANK TELLER.

SUMMARY: Dedicated, detail-oriented individual with demonstrated effectiveness in fast-paced, high-volume environments. Commitment to 100% accuracy with demonstrated cash-handling and money management experience. Highly developed talent for prioritizing time and resources and recognized for multi-tasking toward on-time completion of projects with minimal supervision. Acknowledged for outstanding customer service and ability to identify and leverage opportunities, with affinity for problem resolution and mediation.

CORE COMPETENCIES:

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| • Superior Interpersonal Skills | • Cash Management | • Word Processing & Formatting |
| • Solid Writing Skills | • Bookkeeping & Spreadsheets | • Database Management |
| • Record Keeping / File Maintenance | • Superb Telephone Skills | • Event Planning & Implementation |
| • Quality Control Audits | • Inventory Maintenance | • Opening & Closing Procedures |

TECHNICAL PROFICIENCIES

Computer Knowledge: Quicken, Microsoft Word and Excel, Lotus 123, and the Internet; Windows XP Platform

Typing Speed: 62 wpm • **Ten Key:** 84 by touch

CAREER QUALIFICATIONS

- Oversight of financing and refinancing of 2,500 square foot capital development project, as well as supervision of building project from groundbreaking to completion.
 - Demonstrated ability to maintain composure and work efficiently in a fast-paced environment while preserving confidentiality.
 - Coordination and management of multiple priorities and projects.
 - Trouble-shoot and resolve problems, mediate staff disputes, and handle customer complaints.
 - Strong interpersonal and relationship building skills.
 - Expert technical skills and product knowledge required to effectively support customers and resolve disputes.
 - Proven ability to effectively recruit, train, motivate, and schedule key staff and volunteers.
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EMPLOYMENT HISTORY, EDUCATION & COMMUNITY LEADERSHIP

Summer Program Director, 2002–2005

Full Time Homemaker, Sweet Home, OR, 1999–present

Target Stores Distribution Center, Albany, OR, 1996–1999
Packer / Quality Control Leader

A&W Restaurant, Sweet Home, OR, 1994–1996

Promoted from Waitress to Shift Manager while attending Linn-Benton Community College full-time

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Associate of Applied Science Degree, Linn-Benton Community College, *in process*