**[Customer Service Assistant Manager](https://www.postjobfree.com/resume/adzf6c/customer-service-assistant-greenville-in)**

**Location:**Greenville, IN, 47124

**Posted:**September 03, 2023

**Contact Info:**

jsheckells80@gmail.com

812-972-1842

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**Resume:**

JENNIFER

SHECKELLS

1717 Fitch dr. Georgetown, IN 47122

(812)972-1842

Jsheckells80@gmail.com

Skills Summary

Basic computer knowledge in Microsoft word

Phone system

Can multitask

Customer service for over 18+ years

Education

1999-2001 Louisville Tech Institute/Associates degree in applied science in interior design

1995-1999 Corydon Central High School

2021 ASU online university Introduction in HVAC

Experience

Lee Supply Corp.

March 2019-Present

-Lighting specialists / ALA certified thru American Lighting Association at Lee Supply

-Plumbing showroom / counter

-Counter sales / HVAC

-Warehouse

Keller Lighting/Lighting consultant

Dec. 2001-March 2019

-Lighting consultant

-Tasks waiting on customers, phones, scheduling appts. and inventory

Eckarts

July 2001-November 2001

-Lighting consultant and plumbing

-Answer phones and emails

-Schedule deliveries

Blockbuster Videos

September 1997-July 2001

-Assistant Manager

-Customer service

-Reports and inventory