

# Jessica Dundy

100 Springfield Cir Apt 13A, Darlington, Sc 29532  
dundyjessica01@gmail.com  
(843) 618-7041

## PROFESSIONAL SUMMARY

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My name is Jessica Dundy. I have over 5 years of customer service experience. I'm a peoples person. I'm all about team work and problem solving.

## EMPLOYMENT HISTORY

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### **Customer Service, Darlington County Water Department. Darlington, SC**

**Jun. 2020 – Present**

My job consists of answering phones, taking transactions, assisting customers with they bills

### **Customer Service, Conns Home Plus. Florence, SC**

**Jul. 2019 – Feb. 2020**

1. Helping Customers
2. Taking transactions
3. Making labels
4. Help reset store

### **Guest Representative, County Inn and Suites. Florence, SC**

**May. 2018 – Jun. 2019**

1. Checking first in and out
2. Handling transactions
3. Making reservations

### **Cashier, Food Lion. Darlington, SC**

**Aug. 2015 – May. 2018**

My job consisted of ringing up and bagging groceries.

## EDUCATION

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### **Professional Medical Training Center, Florence, SC**

## SKILLS

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**Typing**

*Experienced*

**Customer service**

*Expert*

**Team work**

*Experienced*