

Jennifer Kramer

P.O. Box 497, Shandon, CA 93461

Phone: (805) 975-6352 Email: jenariskyel3@me.com

Previous Work Experience

Title: **Call Taker/Dispatcher** **Nov. 2009 – July 2010**

Employer: Benjamin Franklin Plumbing – Paso Robles, CA

Salary: \$12.00/hr

- Lead call taker for multiple phone lines (for multiple business names)
- Dispatcher for 6-8 technicians
- On call dispatching and call taking
- Creating and entering information for analytic and financial reports
- Writing proposals for general plumbing services
- General office assistance
- Invoicing
- Filing

Title: **Web Designer** **Jan. 2007 – Nov. 2009**

Employer: eVision Designs – San Miguel, CA

Salary: \$20.00/hr

- Entering text and data on clients' websites
- Editing photos for site placement
- Designing and editing web templates and formats

Title: **Office Manager** **Oct. 2007 – Jul. 2009**

Employer: Casillas Construction – San Miguel, CA

Salary: \$20.00/hr

- Creating invoices
- Uploading photo documentation and information via customers' websites
- General Accounting including AR / AP / Time cards
- Organizing
- Filing
- General office duties

Title: **Housekeeper** **Apr. 2007 – Aug. 2008**

Employer: Jenari Skye Cleaning (Self) – Paso Robles, CA

Salary: \$20.00/hr

- Dusting
- Vacuuming
- General cleaning as requested

Title: **Invoicing Clerk** **Feb. 2004 – Nov. 2006**

Employer: Paris Precision Products - Paso Robles, CA

Salary: \$1850.00/mo.

- Creating invoices
- Creating packing lists
- Generating shipping labels
- Answering phones
- Assisting Accounts Payable
- Organizing
- Filing
- General office assistance

Previous Work Experience Continued

Title: **Administrative Assistant**

Apr. 2003 – Feb. 2004

Employer: Ferravanti Grading & Paving – Paso Robles, CA

Salary: \$7.50/hr

- Payroll
- Accounts Receivable / Accounts Payable
- Answering phones
- Organizing
- Office Assistance

Education

2003 Cuesta Community College Grade: A

- Calculus

1999-2003 Paso Robles High School Graduating GPA: 3.86 (Non-weighted)

- AP English (Awarded 1 year college credit nationwide)

Special Skills

- Microsoft Word and Excel
- QuickBooks, Quicken, and Quicken Online
- AR/AP and Payroll experience
- Macintosh or Windows computers
- Adobe Dreamweaver and Photoshop
- 10-key by touch
- Can deal with people professionally or casually as needed
- Speak limited Spanish
- “Speak” limited American Sign Language

Personal Accomplishments

- Designed personal website: www.silverdragonsstudio.com
- In the process of writing a sci-fi/fantasy novel
- Successful business owner for over a year

References

Please e-mail or call for references.