

# JENNIFER RAEF

Ladd, IL 61329

(815)878-7122 - jpierson84@hotmail.com

## PROFESSIONAL SUMMARY

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Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

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- Teacher Support and Collaboration
- Computer and Microsoft Office Skills
- Reinforcing Learning Concepts
- Conflict Resolution Techniques
- Strong Work Ethic and Dependable
- Effective Communication
- Organization and Prioritization
- Internal Communications
- Data Entry Documentation
- Efficient Data Entry
- Customer Communication and Empathy

## WORK HISTORY

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08/2021 to Current

### **Paraprofessional**

#### **Ladd Community Consolidated School District – Ladd, IL**

- Assisted students in developing deeper understanding of course concepts by providing one-on-one support.
- Delivered personalized educational, behavioral, and emotional support to individual students to enable positive learning outcomes.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Enforced rules and instructions to maintain discipline.
- Assisted in maintaining engaging and respectful educational environment by promoting discipline and cooperation.

04/2016 to 12/2019

### **LuLaRoe Consultant/Owner**

#### **LuLaRoe/Self Employed – Ladd, IL**

- Managed day-to-day business operations.
- Consulted with customers to assess needs and propose optimal solutions.
- Prepared bank deposits and handled business sales, returns and transaction reports.
- Developed and implemented marketing strategies to generate new customers and increase sales and profit margins.
- Listened to customer needs and desires to identify and recommend optimal

products.

03/2012 to 04/2016 **Production Clerk**

**Marmon Keystone** – Spring Valley, IL

- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment.
- Interacted with sales by phone, email, or in-person to provide information.
- Processed documents and materials to disseminate information to appropriate parties.
- Produced high-quality communications for internal and external use.
- Developed and maintained automated tracking systems, hard copy files and records to enhance office workflows.

11/2008 to 02/2012 **Commercial Support Specialist**

**Centrue Bank** – Ottawa, IL

- Evaluated loan requests and documents to verify accuracy and completeness.
- Processed loan applications and monitored progress from start to finish.
- Reviewed and validated details of loan applications and closing documentation.
- Prepared loan documents.
- Affirmed loan document accuracy to protect lenders from potential fraud.

## **EDUCATION**

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05/2007

**BBA: Business Administration**

**Northern Illinois University** - Dekalb, IL

05/2005

**Associate of Science: Business Administration**

**Illinois Valley Community College** - Oglesby, IL