

Jasmine Barnes

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hardworking, self starter, highly motivated, dependable, reliable, trustworthy, honest, always on time ,ambitious, great communication and listening skills with diverse computer skills.

Authorized to work in the US for any employer

Work Experience

Guest Experience Agent

AT&T Firstnet - Bethlehem, PA

September 2023 to Present

Answering calls and assisting with bill payment or device help

DSP (Direct Support Professional)

Premier Support - Somerset, NJ

February 2021 to April 2023

Watching consumers, giving meds, making dinner and interacting with consumers fun activities

Security Officer

STERLING SECURITY - Newark, NJ

November 2020 to January 2022

Car patrol on a construction site

Immigration Assistant

LTI - Edison, NJ

December 2019 to March 2020

I was in charge of checking applications to make sure no information was missing. I filed paperwork in numeric order

PSE Clerk

United States Postal Service - Kearny, NJ

November 2016 to May 2019

Scanning parcels , sorting mail , and jogging mail

Teacher's Aide

Luis Munoz Marin Elementary School - Newark, NJ

October 2017 to June 2018

Assisting my student when he needs extra help. Making copies for the teacher. Light classroom work and helping the behavior students

Call Center Representative Team Lead

Lord and Taylor - Wilkes-Barre, PA

October 2011 to February 2014

Responsibilities

Answering phones, transferring calls, tracking orders, placing orders, creating cases for missing orders, and responding to emails.

Skills Used

Great communication skills, understanding, listening, and diverse computer skills.

Principal Secretary

Pleasantville Board of Education - Pleasantville, NJ

February 2009 to June 2010

Responsibilities

Answering phones, Sorting mail, transferring calls, making copies, filing paperwork, and making workshop flyers.

Accomplishments

I learned to fax and work a copy machine.

Skills Used

Professionalism, communication, listening skills and business techniques.

Education

HS Diploma

Pleasantville High School - Pleasantville, NJ

September 2007 to June 2010

Skills

- MS Office , POWER POINT, PUBLISHER, OUTLOOK, EXCEL, ACCESS, DATA ENTRY, WORD , FILING, SCHEDULING, ANSWERING PHONES RESPONDING TO EMAILS. (8 years)
- Patrol
- Front Desk (3 years)
- Customer Service (10+ years)
- Teacher Assistant
- Child Care
- Receptionist
- Administrative Assistant
- Outlook
- Clerical Experience
- Typing
- English
- Computer Skills
- Security
- Personal Assistant Experience
- Communication Skills

- Organizational Skills
- CCTV
- Surveillance
- Law Enforcement
- Front desk
- Typing
- Customer service
- Clerical experience
- Microsoft Publisher
- Personal assistant experience
- Security
- Restaurant experience

Certifications and Licenses

Driver's License

Guard Card

November 2021 to November 2023

First Aid Certification

CPR Certification

Pallet Jack Certification

Act 120

CNA

Assessments

Data entry: Attention to detail — Proficient

May 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Retail customer service — Proficient

September 2022

Responding to customer situations in a retail setting

Full results: [Proficient](#)

Security guard skills — Proficient

July 2022

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Proficient

April 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Proficient](#)

Working with MS Word documents — Proficient

April 2023

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Proficient](#)

Work style: Reliability — Proficient

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Administrative assistant/receptionist — Completed

May 2023

Using basic scheduling and organizational skills in an office setting

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.