

# Jazmine Kenney

## **Administration and Business Operation**

West Monroe, LA 71291

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My name is Jazmine kenney I have a background in leadership role , clerical and sales experience also Administration and business operation. I worked at dollar general During my time with them I played a leader associate I worked in the office filing paper counting money and doing paperwork. I also worked at st Francis working with patients and collecting files and things for the patients. I'm very detailed oriented very experienced and very good in multitasking.

Authorized to work in the US for any employer

## Work Experience

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### **Professional Human Resources**

St Francis - Monroe, LA

May 2022 to August 2022

The position was only Temporary for a couple of months working at the St Francis Medical Dept with different tasks such as filing , and coding working on excel and anything that is needed from me.

### **TTEC -Work From Home**

Administrative Assistant - Texas

March 2022 to July 2022

Documenting Insurance claims. Such as billing , snd correcting files.

## Education

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### **High school diploma**

## Skills

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- Clerical experience
- Data Entry
- Leadership
- Administrative Experience
- Accounting
- Front Desk
- Sales
- Payroll
- ERP systems
- SAP

- Portfolio management
- Microsoft SharePoint
- Typing (3 years)
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- Computer Networking
- SOX
- Business Analysis
- Oracle
- Data Warehouse
- Business Requirements
- Internal Audits
- Forecasting
- Agile
- Microsoft SQL Server

## Certifications and Licenses

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### **Customer support**

#### **Professional in Human Resources (PHR)**

May 2022 to August 2022

The position was only Temporary for a couple of months working at the St Francis Medical Dept with different tasks such as filing , and coding working on excel and anything that is needed from me.

#### **Administrative Assistant**

March 2022 to July 2022

TTEC -Work from Home. Monday -Friday. Documenting Insurance claims. Such as billing , and correcting files.