

Barbara Monticello

From: Claire Jenkins <caashworth@gmail.com>
Sent: Friday, January 8, 2021 2:55 PM
To: BMonticello@pinevillenc.gov
Cc: Joseph B. Maxim
Subject: Claire Jenkins Resume - consideration for ASC Public Sector Advisory Council
Attachments: ClaireJenkins Resume 2020.pdf

Good afternoon Barbara,

I filled out the application online for the ASC Public Sector Advisory Council and Joe Maxim advised me to forward you my resume as well. I have included a PDF in this email. Please let me know if anything additional is needed.

Thank you!

Claire Jenkins

704-473-0854

Claire A. Jenkins

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Pineville, NC 28134
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OBJECTIVE

Sales or Office Associate/Manager providing effective assistance and leadership for operation of office, gallery, or retail store. Experienced in most phases of business operation, including sales, inventory, scheduling, and managing people. Effective facilitator and team player with ability to meet performance goals. Demonstrated success in organization of products and events, and always being customer-oriented.

PROFESSIONAL EXPERIENCE

Venturi Restoration, Pineville, NC

August 2015 to September 2020

PROJECT COORDINATOR

Analytical and adaptable Project Coordinator with 5 years of experience facing challenges to achieve consistent quality results.

- Responsible for office administrative operations in restoration business management system DASH, adding notes, communicating tasks and deadlines.
- Worked specifically with mitigation and contents project managers to ensure compliance with internal system and with insurance carriers.
- Assisted project managers with inputting data.
- Aided in collections and cash flow, including communicating with mortgage companies.
- Responsible for inputting timecard entries in DASH system and submitting payroll information to both payroll department and staffing companies.

Springs Insurance, Indian Land, SC

October 2011 to August 2015

CUSTOMER SERVICE REPRESENTATIVE

Assisted office manager/sales agent with commitment to customer service by handling customer inquiries, billing questions and payments.

- Responsible for front office, handled all incoming calls, and scheduling of customers.
- Reviewed personal policies and maintained Agency Management System.
- Interacted with customers to identify their needs and resolve issues as quickly as possible.
- Documented customer interactions, details of inquiries, as well as actions taken.
- Billed all commission statements for agency.
- Superior customer service skills.
- Proficient in Microsoft Office applications Excel, Outlook, Powerpoint, and Word.

Animal Supply House, Rock Hill, SC

January 2006 to May 2019

ASSISTANT MANAGER

Assisted owners of pet supply retail store by supervising other sales people and general operation of the store.

- Purchased and managed inventory.
- Responsible for weekly work schedule of all employees.
- Responsible for customer sales and receipts.
- Organized store's stock.

Art by J, Belmont, NC

August 2009 to May 2012

ART INSTRUCTOR

Assistant art instructor in a private art school, teaching children ages 6 to 18. Aided in teaching children fundamentals of art using a range of art media including pastel, oil pastel, watercolor, acrylic, and clay. Assisted in planning and setting up of Christmas and Spring art shows.

Sports Connection, Charlotte, NC

January 2008 to July 2009

ADMINISTRATIVE ASSISTANT AND HOSTESS

Administrative assistant responsible for event planning and managing events as a hostess for children's birthday parties and other types of group outings. Events included games such as bowling, laser tag, video and arcade games.

- Member of "Birthday/Event Team."
- Successful party booking rates due in part to outgoing personality.
- Designed information flyers for the facility.
- Organized work areas in detail.
- Designed layout of retail area for new section, "Animaland."
- Purchased and managed inventory for "Animaland" and led training of employees for operation.
- Successful time management of parties and events.

EDUCATION

B.A., Art with Art History Minor, Winthrop University, Rock Hill, South Carolina