Janelle Jacobsen

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Summary

A self-starter who is positive, adaptable, and hardworking. Able to provide outstanding customer awareness while delivering professional and friendly service. Proven ability to work well under pressure as a team player while demonstrating resilience and a strong attention to detail. Learns quickly, retains information, and applies knowledge to complete necessary tasks efficiently.

Education

Holistic Health Coach Certification, Institute of Integrative Nutrition, 2020
Diploma, Senior High School, Billings, Montana, 2016

Computer Skills

Microsoft Word and PowerPoint; 10-key

Experience

Contribution Coordinator, Benesys Inc, Portland, Ore., February 2019–present

- Enter employer contribution reports into the system and balance to bank statements.
- Communicate with employers on various issues including discrepancies, late fees and employer questions.
- Prepare various reports.
- Prepare and send payroll audit blling letters for all Portland funds.

Host, Levy Restaurants, Portland, Ore., September 2018–February 2019

- Take reservations, make the floor plan, and manage associated logistics with a high-volume, fast-paced establishment.
- Greet and seat guests at the Trailblazer Courtside Restaurant.
- Assist servers with assigned preparations to ensure quality service and pleasant experience for guests.

Bakery Wrapper/Service Assistant, Costco, Portland, Ore., November 2017–February 2019

- Provide customer service to members by assisting them with cake orders, locating items, and any other questions they may have.
- Package baked goods, ensure product meets company standards, stock the floor while ensuring proper product rotation, and train new employees in policies, culture, and expectations.
- Greet members, box products, and assist cashiers as needed.

- Pump fuel at gas station.

Reference

- Don Warndahl/ Costco Manager (503)936-9112
- Joseph Garcia/ Levy Manager (757)897-8027
- Sheri Reed/ Mentor (541)280-4235