

JESSI K FENTON

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I am looking for a position where I can use my skills to complement the work required, as well as enhance and add to them. I would like to create stability with my fiscal and professional life. I am outgoing, motivated and a very quick study. I take direction well, yet leadership skills prevail when necessary. I am an excellent communicator and I excel in sales and customer service. I believe I would be a good fit for your company and exceed most expectations to the position for which I am applying.

EXPERIENCE

06/2020 - PRESENT

SELF EMPLOYED, JACK JACK'S CUSTOM GIFTS

Working with my laser printer creating unique, personalized laser cut art for my customers such as signs, keychains, bottle openers, wedding invitations and more. Solely responsible for marketing, crafting and selling products.

04/2017 – 01/2020

REALTOR, RESPACE AUSTIN, LLC

Leasing specialist in a busy market in downtown Austin, TX. Duties included studying property listings and creating CMAs for clients; accompanying clients to property site and discussing conditions of lease agreement; drawing up contracts and collecting funds. Intermediary for lessor and lessee.

03/2016 – 10/2016

PROJECT MANAGER, ANOTHER GREAT HOUSE, LLC

Set appointments with potential clients for remodels/new builds. Organize all subcontractors on site. Walk clients through process from design to final estimate. Apply for permits through the city. Call in all inspections through the city.

12/2014 – 07/2015

ADMIN ASST/CALL CENTER, CLOSETS BY DESIGN

Responsible for setting appointments for designers and tracking marketing in start-up business. Manager the installation schedule for custom closets, offices, and garages. Created lasting relationships with customers to ensure return business. Worked closely with the president and production manager ensuring all daily office duties were complete.

03/2014 – 12/2014

SALES ASST/RECEPTIONIST, AUSTIN GRANITE DIRECT

Assisted customers through process of installing new granite countertops. Checked drawings from designers to ensure all measurements were accurate. Answered phones and set appointments for sales team.

01/2013 – 01/2014

REPAIR COORDINATOR, DISCOUNT ELECTRONICS

Implemented a system to utilize all time and tools in a busy repair department to ensure a speedy and quality repair. Managed a team of technicians, helping with minor repairs and diagnostics. Met and exceeded all repair goals for the first and second quarter of 2013. Named Austin's Best Repair Shop in the Austin Chronicle 5 years in a row using my system.

EDUCATION

2013-2015

DRAFTING AND DESIGN, ITT TECH

Austin, TX

2005-2008

GENERAL, AUSTIN COMMUNITY COLLEGE

Austin, TX

SKILLS AND OTHER EXPERIENCE

- Over 10 years of customer service experience
- Organizer Extraordinaire
- TYPE 74 WPM
- Experience with all OFFICE programs (specifically, Excel)

ACTIVITIES

I am originally from Austin TX. I love dogs, bowling, and true crime novels. In my free time, I like to study Adobe Illustrator and Photoshop.