Jasmine Davis

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# Objective

# Undergraduate business management major currently attending Hampton University. I am seeking to obtain a full-time apprenticeship/internship where I can gain experience upon my entrance into the real estate sector. I intend to use my knowledge of management and leadership to develop and improve my skills as an aspiring commercial real estate agent.

# Education

## Bachelor of science| December 2022 | Hampton university

* Major: Business Management
* Relevant courses:
  1. Marketing research
  2. Principles of Management
  3. Elements of Marketing
  4. Business Communication

# Experience

## Receptionist | BMw of Macon | 2021-2022

* Greeting visitors
* Maintain calendars for appointments
* Organize sale leads
* Scan and organize files
* Promptly and efficiently handling a multi-line phone system

## Customer Service representative | Alorica | 2021

* Receiving and placing customer service telephone calls.
* Maintaining solid customer relationships by handling questions and concerns with speed and professionalism.
* Resolving customer complaints, managing database records, drafting status reports on customer service issues.
* Data entry and research as required to troubleshoot customer problems.

## Warehouse associate | Amazon | May 2020 – August 2020

* Prepared orders for shipment by systematically picking, packing, and labeling merchandise.
* Maintained accurate inventory records to provide data for use in audits and completion of order requests.
* Readied product pallets for optimal storage and shipment, carefully organizing boxes and balancing weight.
* Completed daily cycle counts and quarterly inventories and resolved variances to maintain data accuracy.
* Labeled and accurately moved customer orders to meet shipment timetables and minimize errors.

## Filing assistant | Adecco | June 2018 – july 2019

* + Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance.
  + Mentored, trained, and supported new staff members in office policies and procedures.
  + Maintained records of material flow, compiling, and organizing related data.

# Key Skills

* Proficient in Microsoft Office
* Problem Solving
* Adaptability
* Efficient at oral and written communication skills
* Attentive to detail
* Professionalism

# Activities

# C.O.R.E Program