

Katie Jarrell

May qualify for Operation Soundstage/FCAP*
VETERAN STATUS/POSITION: US Army - Clerk Typist
strivn4success45@yahoo.com
933 San Mateo NE #500
Albuquerque, NM 87108
505-603-6542

Desired Position: APOC or production secretary

Special Skills

Computer - Microsoft Office Suite

Other Work History

- Customer Service Representative - 2011 - 2012 IBM
Scheduled appointments, assisted clients with loan payments, payment plans, and liquidation options.
Educated customers regarding Fannie May approved programs for home retention.
- Customer Account Executive - 2008 - 2009 Comcast
Scheduled appointments for customers for cable installation.
Cold called potential customers to purchase cable products.
- Bus Driver - 2000 - 2004 Fairfax County Schools
Transported children to and from school.
Adhered to established schedule.
Completed routine bus inspections and reported maintenance issues.
- Clerk Typist - 1988 - 1996 US Army
Typed correspondence and reports to management.
Handled classified documents and maintained secret security clearance.
Answered a large volume of incoming calls
Compiled data, filed records and reports, and distributed mail to appropriate individuals

EDUCATION & CERTIFICATES

Central New Mexico Community College

AFFILIATES

Rebateable Local Hire in New Mexico

*May be eligible for 1040 State of New Mexico FCAP/ Operation Soundstage hours (50% rebated salary through the State of New Mexico Film Crew Advancement Program)