

Quanesha Jenkins

Bainbridge, GA 39845

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Authorized to work in the US for any employer

Work Experience

Security Officer

Allied Universal Security Services, Systems and Solutions - Tallahassee, FL

May 2019 to Present

- Provided security at Mining facility
- Inspected buildings, equipment, and access points permitting entry
- Authorized verified contractors for entry
- Ensured guests felt welcomed at BASF
- Ensured building was locked and secured at end of every shift

Correctional Officer

Autry State Prison - Pelham, GA

March 2014 to May 2017

Supervise inmates, count dorm

CSR - Customer Service Representative

Conduent - Tallahassee, FL

November 2013 to May 2014

Responsibilities

Accomplishments

Was friendly made people smile.

Skills Used

- Count money, handle debit/credit transactions
- Handled emails, inbound calls, and outbound calls
- Kept records of customer complaints
- Interacted with customers through live chat
- Managed customer accounts

Deboner

Keystone Foods - Camilla, GA

April 2012 to June 2013

Responsibilities

Debone Chicken Parts

Education

College Degree in Medical Assisting

Ultimate Medical Academy-Tampa - Clearwater, FL

April 2020 to June 2021

Hs Diploma

Bainbridge High School - Bainbride, GA

2007 to 2011

Skills

- Fluent with Microsoft Office and Word. Aware of how to manage other employees. I also know how to do inventory, numbers for the workday and data sheets. (3 years)
- Customer Service
- Call Center
- CSR
- Customer Care
- Customer Support
- Law Enforcement
- Security
- Medical Records
- EMR Systems
- Patient Care
- Computer skills
- Medical receptionist

Certifications and Licenses

Driver's License: Class: C, State: GA, Expires: August 2019

First Aid Certification

CPR Certification

Medical Assistant

May 2021 to Present

1.

CCMA Certification

Assessments

Receptionist — Highly Proficient

May 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.
Full results: [Highly Proficient](#)

Front Desk Agent (Hotel) — Highly Proficient

March 2020

Selecting hotel rooms based on verbal requests and identifying errors in hotel data
Full results: [Highly Proficient](#)

Verbal communication — Highly Proficient

April 2021

Speaking clearly, correctly, and concisely
Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Proficient

April 2021

Using basic scheduling and organizational skills in an office setting
Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.