

Jessica R. King
1313 Charles Drive
Knoxville, TN 37918
(865) 742-1370
c032081k@hotmail.com

OBJECTIVE:

The opportunity to work hard and learn as much as possible in order to be a valuable asset to my employer.

SKILLS:

- Experience and training in Microsoft Word and Excel
- Experience in ViewPoint Construction Software
- Inbound and outbound phone skills
- Processing invoices, purchase orders and subcontracts
- Excellent organizational and filing skills

EXPERIENCE:

January 2006 – October 2010

Blaine Construction Corporation

6510 Deane Hill Drive
Knoxville, TN 37919
(865) 693-8900

Field Secretary / Operations Assistant

Reviewing and stamping architectural drawings and addenda, processing invoices, purchase orders and subcontracts, on multiple jobs for multiple Project Managers, general administrative assistant duties

January 2004 - December 2005

Salon Elizabeth

7240 Kingston Pike
140
Knoxville, TN 37919
(865) 588-0411

Hairstylist / Assistant to Owner

Taking excellent care of personal clientele as well as those of shop owner, general shop upkeep (laundry and all cleaning) open to close, occasional scheduling & receptionist duties as needed

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January 2003 – December 2003

Hairsay Too Salon
West Town Mall
Knoxville, TN 37919
* No longer in business

Hairstylist

Taking excellent care of acquired clientele while continuing to build new relationships in order to gain new clients, shop upkeep and scheduling duties as needed

EDUCATION:

1999

David Crockett High School
Jonesboro, TN
High School Graduate

2000-2001

Northeast Technical Community College
Blountville, TN

2001-2002

Tennessee School of Beauty
Knoxville, TN
Cosmetology Program Graduate

December 2002

Tennessee State Board of Cosmetology Licensed

References Available Upon Request