Jennifer Yassem

Templeton, PA

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7249540480

**Work Experience:**

 Receptionist Indiana University of Pennsylvania - Freeport, PA September 2017 to Present

I am responsible for answering calls, preparing and sending out mail, making copies, and helping those who walk into the office.

Receptionist Indiana University of Pennsylvania - Indiana, PA January 2015 to August 2017

I was responsible for answering calls, helping those who walked in, making copies, filing, inputting data, double checking, coding, and creating spreadsheets.

**Education**

General Studies Indiana University of Pennsylvania-Main Campus/Northpointe - Indiana, PA August 2014 to 2018

**Skills**

Microsoft Office, Customer Service, Communications, Teamwork, Data Entry, Excel, Receptionist, Training, PowerPoint, Filing

Certifications/Licenses

CPR/AED 2019

**Additional Information**

I am currently trying to get into IUP's MBA program for fall 2018 and will be moving to Indiana, PA.