Jennifer Yassem Home: (724)545-2919

294 Powell Road Cell: (724)954-0480

Templeton, PA 16259 Email: jenniferyassem@gmail.com

**Career Focus**

I am currently in school to get a degree in General Studies.

I am also looking to apply for IUP’s MBA program fall of 2018.

**Summary of Skills**

I am an organized, well rounded person. I am a polite, dedicated, and fast worker. I have good customer service skills and can perform office tasks such as: copying, coding, checking, creating spread sheets, and inputting information.

**Education and Coursework**

2018 Indiana University of Pennsylvania- Indiana, PA

High School Diploma

**Experience**

I worked on campus in the payroll office. This job has helped me with my people skills by interacting with the public both in person and on the phone. I am currently working at Indiana University of Pennsylvania’s Northpointe campus.

**Work History**

* Cashier 06/2013- 08/2013
	+ FoodLand- Kittanning, PA
* Office assistant 1/20/2015-8/18/2017
	+ IUP Payroll Office- Indiana, PA
* Office assistant- 9/2/2017-Current
	+ Admissions Office- Freeport, PA
* Tammy’s Nest- 04/30/2018-Current
	+ Child care worker-Rural Valley-PA

**References**

* Mark Rupp – (724) 543-2475
	+ Neighbor/Family friend
* Bernadette Polenik- (724)-357-4847
	+ Direct Supervisor at IUP Payroll Services