Jenna Sandefur

Paragould,AR 72450

870-476-9414

jenna-sandefur@hotmail.com

Objective: To obtain a dependable, a full time job that will help me gain more experience in the career I am accomplishing.

Education: Greene County Tech High School, Graduate class of year 2010.

NEA Career & Vocational School, Medical Professions class for one year.

Black River Technical College, Associates of Administrative Services, graduate May 2012

Experience: Black River Technical College, Pocahontas, AR. 870-248-4000. Jan. 2012 to May 2012. I cleaned, organized, helped teachers with small tasks, helped students in the computer labs, and set up equipment for the satellite classes.

Country Mart, Paragould, AR 870-236-6952 June 2010 to May 2011. Job duties are cashier, cleaning, organizing, and putting products back.

Jeff Carter Real-estate, Paragould, AR 870-476-4384 April 2011 to July 2011. Help Jeff Carter when needed. Cleaning in the office, making phone calls, making files, organizing files and rooms, and running errands.

Certificates: Patient Care Tech Certificate, NEA Career & Vocational School. CPR Certified, NEA Career & Vocational School

Skills: Computer skills: Microsoft, Excel, Access, and Windows. Have taken many computer classes and I can easily learn new programs. Medical Terminology, Medical Coding, Medical Transcription, Legal Transcription, Accounting class.

Honors: Student of the Month Honor at NEA Career & Vocational School. Parliamentarian of the HOSA Club. Eagle Scholar at Greene County Tech