

Jena Freeman
2306 Everett Street
Crawfordsville IN, 47933
Phone: (765) 366-0190

Objective: An administrative position in a unique oriented organization utilizing outstanding skills in computers, customer service, and

Education: Ivy Tech State College 3101 Creasy Lane, Lafayette, IN 47903 August 2002-May 2004
Associate of Applied Science-Business
Specialty: Office Administration
University of Indianapolis 1400 East Hanna Avenue Indianapolis, IN 46227 August 2000-May 2002
General Study

Work Experience: Wal-Mart Super Center, Brownsburg IN, (317)858-0206
October 2003-present
Overnight pharmacy stocker, unload overnight trucks.

Wal-Mart Pharmacy Distribution Warehouse June 2000- August 2003
Crawfordsville IN, 47933 (765)364-1192

Office Assistant/Inventory Control

- Verification of shipments
- Prepare merchandise for shipments
- Stocker
- Phone operator
- Customer service
- Data entry
- Filing

University of Indianapolis, 1400 East Hanna Avenue Indianapolis IN, 46227
August 2000-May 2001

Professor's Assistant – Dr. Breault

- Organized University Honor Society awards program,
- Responsible for research
- Grade students' papers
- Transcription of interviews
- Filing

Spi Binding, 610 South Darlington IN, 47940
August 1998- May-2000

Laborer

- Shipping
- Book binding
- Verification of shipments
- Prepare merchandise for shipments

Skills: Computer skills:

- Microsoft Word – Mous Certification
- Microsoft Excel
- Microsoft Access
- Microsoft Publisher
- Microsoft PowerPoint
- PageMaker
- Dreamweaver

Customer service skills, good people skills, work well with others or by myself.

