

Jami Finn

Texarkana, AR, 71854

(903) 490-0019

Jami.Finn03@gmail.com

Experience

June 2023- Present

Lincare, Texarkana, TX - *Customer service representative*

- General office work and knowledge of standard office equipment
- Use of Excel, Word, Teams, and Outlook
- outstanding customer service as per company standards
- Data Entry
- Use of verbal and written communication
- Experience with HIPAA verifiers

April 2022 - May 2023

Claire's, Texarkana, TX - *Assistant Manager*

- Outlook
- outstanding customer service as per company standards
- Data entry
- Use of verbal and written communication

August 2022- December 2022

UT Tyler, Tyler, TX - *IT Helpdesk Assistant*

- Teams and Outlook
- outstanding customer service as per company
- Data entry
- Use of verbal and written communication

Education

August 2022 - Present

TexasA&M Texarkana, Texarkana, TX - *Bachelors in Computer Science*

August 2018 - May 2022

Texas High School, Texarkana, TX - *High-school diploma*

Links

Portfolio- <https://jami-finn03.github.io/>

LinkedIn- <https://www.linkedin.com/in/jami-finn-511646222/>

Facebook- <https://www.facebook.com/Jami.Finn03>

Instagram- https://www.instagram.com/jami_finn03/