

Jennifer M. Fontenot

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Skills

Customer service, inventory management, experience ordering with vendors and local companies to supply business, can type 30 wpm, willing to learn and ability to quickly pick up on what i've learned

Experience

September 2024-november 2024

McDonald's, Kinder,La – *crew member*

- Front register/ lobby
- frier/restock

October 2021- April 2022

Indian village quick stop, Kinder,La – *manager*

- Register,stocking, customer service
- Vender intake and ordering, inventory upkeep
- Payroll paperwork, register spreadsheet sales paperwork
- Employee hiring and training

June 2018 - October 2018

• **Dillards, Lake Charles,La** – *Sales Associate*

- Used customer service skills to help customers with purchases,memberships, registries and check out at register
- Set displays and signage
- Fill and fronted shelves and set displays while maintaining clean department
- Worked with other team members to train and assist other neighboring departments

October2017-June2018

Waffle House Lake Charles ,La – *server, cook, door host*

- Serve customers,take and call orders
- Listen to called orders,mark and cook them, food prep
- Helped keep track of inventory
- Greet customers,make them feel comfortable while waiting,take orders when needed
- Kept restaurant clean in all areas
- Held temporary managerial duties as 2nd and 3rd shift head cook

March 2017-May2017

American income Life Lake Charles, La - Insurance Agent

- Interviewed clients for health information for insurance applications
- Followed up on medical exams to finalize policy
- Ensured accurate policies and great customer service
- Developed clientele,sold customized policies to client to meet their personal needs

August 2016-February 2017

Dollar General Moss Bluff,La - Manager,Cashier

- Customer service, stocking
- payroll,inventory, received truck, checked in and ordered from vendors
- Trained new employees, set up signage, completed planograms, returned merchandise that wasn't sold

May 2016-August 2016

Sears Lake Charles,La - sales associate

- Set displays,planograms and signage
- Filled and fronted shelves, trained new employees
- Cleaned made sure merchandise was full and appealing

Under father off and on from 2000-2015 under Jason McMullen 2018-2019

Free lance construction and repair -helper,project bids,designer,sales

- Assisted owner on construction projects
- Assisted with painting flooring and job site clean up
- Purchased materials and sold projects, submitted bids for each project
- Assisted with and made designs for remodeling as well as large and small projects

Education

June 2017

Mcneese state university -GED

April 2020

PSI Insurance License- Health and Life 103

Awards

June 2015

National Junior Honor Society- excellence and collage mastery of english and writing, excellence in science