

JESSICA N. GRIFFIN

Burnsville, NC

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Objective

As a professional with a various set of valuable skills from communications to technology. I am seeking a career with an administrative and technological capacity, within a company. I feel that I can harness my capabilities to fulfill and advance the needs of the company.

Summary of Qualifications

- Proficient in Microsoft Word, Excel, PowerPoint, and QuickBooks
- Proficient in Windows, Linux, Mac OS, IOS, Chrome, and Android
- Familiar with and currently advancing knowledge with PHP, HTML, and My SQL,
- Intermediate knowledge with cloud based services such as Azure, One Drive and Icloud

Professional Experience

Yancey County Department of Social Services **Burnsville, North Carolina**

Income Maintenance Caseworker I October 2023 to present

- Processes and evaluates applications for Medicaid Insurance within the NC database NCFAST
- Providing economic services to families and children
- Follows policy to ensure correct practices and safeguarding of information
- Works with a team within and outside of my department to facilitate a streamlined process for potential applicants

Altec Industries

Burnsville, North Carolina

Paint Line Associate

July 2018-October 2023

- Manufacturing/ Production line
- Maintain a safe working environment by using proper PPE

- Work with a team to complete task daily

Green Brothers Well & Pump, JOTS, HRO

Canton, North Carolina

Office Assistant/Marketing Manager

September 2015-June 2017

- Enter invoices/payments into QuickBooks
- Schedule Services and deliveries for 3 businesses
- Led marketing events at local shows

H & R Block

Candler, North Carolina

Receptionist/Marketing

December 2015-April 2015

- Coordinate tax appointments
- Answer Phones
- Grass roots marketing
- Led marketing events at local shows

Education

Associate's in applied sciences information systems, Asheville Buncombe Technical College, (Asheville NC)

Anticipated Graduation Spring 2025

Associate's in arts, Mayland Community College, (Spruce Pine, NC)

Community Involvement

- Trained to assist FEMA and Red Cross if necessary
- Three years as soccer coach and division commissioner
- Nomination for The National Society for Leadership and Success