

# JESSICA N. GRIFFIN

Burnsville, NC  
Jngriffin2905@icloud.com | Mobile 828.280.2672  
Jessicangriffin.com

## Overview

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

- Communication
- Technological expertise
- Adaptability
- Problem solving
- Teamwork

## Technical Skills

HTML  
PHP  
SQL  
Python  
Network and Security

## 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

## Education

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

*Anticipated Graduation Fall 2025*

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