

# Jessie Coleman

Charleston, SC

Willing to relocate to: North Charleston, SC  
Authorized to work in the US for any employer

## Work Experience

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### **Patient Navigator/NURSING**

Ralph H. Johnson VA Medical Center - Charleston, SC  
December 2023 to Present

Assist Veterans and their family in checking into their respective appointments, instructions on submitting travel pay claims, and escorting the Veteran and family to the respective areas

### **Rental Car Cleaner**

TradesMAX Staffing - Charlotte, NC  
November 2022 to Present

Clean and stage Rental cars to be put back in service

### **Front Desk/Night Audit**

Sleep Inn - Charlotte, NC  
June 2022 to July 2022

Check guest in and out of hotel, perform Night audit functions

### **Housekeeper**

La Quinta Inns & Suites - Charlotte, NC  
September 2021 to June 2022

Clean and replace items in guest rooms for re rental, strip rooms of dirty linens and trash, make beds no less than 18 rooms daily

### **Front Desk Clerk**

Day's Inn - Charleston, SC  
February 2019 to September 2021

Check guest in and out of hotel and make and confirm reservations, performed part time night audit as needed

### **Blood Drive Coordinator**

American Red Cross - Rochester, NY  
April 1994 to December 1999

Operate blood drive vehicles collect blood from the drive and deliver back to red cross set

### **CSR - Customer Service Representative**

Rochester Telephone - Rochester, NY  
September 1992 to December 1997

Assist caller's with placing calls, and instructions on dialing information, country codes and other information

### **Communications Specialist**

Enlisted in the United States Marine Corps - Jacksonville, NC  
February 1986 to August 1991

Install, operate and troubleshoot communications, Radio and Switchboard operations

### Education

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#### **Certificare of Accounting in Accounting**

Mansfield University - Charleston, SC  
August 1983 to November 1986

### Skills

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- Guest Services
- Journal Entries
- General Ledger Accounting
- Accounts Payable
- Bank Reconciliation
- Account Reconciliation
- Night Audit
- Financial Report Writing
- Accounts Receivable
- Data Entry
- Payroll
- Auditing
- Financial Statement Preparation
- Upselling
- Cash handling
- Customer service
- Cashiering
- Detailing

### Military Service

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#### **Branch: United States Marine Corps**

Service Country: United States

Rank: E4

November 1986 to September 1995

Communication

Commendations:

Meritorious Mass, Combat Service Medal, South East Asia Service Medal, Sea Service Deployment, Combat Silver Star 2 Medals

**Branch: USMC**

Service Country: United States

Rank: E3

November 1986 to August 1991

Communications Equipment Operator and Installation

Commendations:

Meritorious Mass, Combat Service Medal, South East Asia Service Medal, Sea Service Deployment, Combat Silver Star 2 Medals

## Certifications and Licenses

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### **Food Handler Certification**