

Jill Copeland

jilljustincopeland@gmail.com | 9034958822

520 cr 34550, Sumner , TEXAS 75486

PROFESSIONAL SUMMARY

Stays on top of demands in fast-paced environments by effectively using slow periods. Maintains organized, clean and safe work areas with diligent attention to important details.

Willing to take on any task to support team and help business succeed. Offers strong abilities.

Reliable candidate ready to take on challenges in a position using problem-solving and task prioritization skills to help team succeed.

Dedicated professional with demonstrated strengths in customer service, time management, and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical, and detail-oriented.

SKILLS

- Computer skills
- Answer Phone
- Work good with other people
- Very kind
- Hard working
- Learn very quickly

EXPERIENCE

EDUCATION

AG BUSINESS

Paris Junior Collage | Paris , TEXAS

studied for two years did not Graduate. Learned a lot about spread sheets, how to fill them out and how to add the columns up. I did learn more about business

High School Diploma

Honey Grove High School | Honey Grove , TEXAS | May 1997