

Jaime Lynn Willoughby

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Objective:

Seeking a part time position that will use my education, talent and experience to fulfill a lifelong commitment to learning and success.

Education:

California State University, Chico

BA in Communication Design: Media Arts

December 2004

Cum. GPA of 3.22

Bear River High School

Diploma, 2000

Cum. GPA of 3.3

Work Experience:

Allied Insurance 2007- present

Sacramento, CA

Senior Commercial Underwriter

- Duties include assessing risks and writing insurance policies per company guidelines.
- Dedicated customer service to territory agencies by informing them of guidelines, coverage forms and procedures

KXTV News10 2005- 2007

Sacramento, CA

Engineering Department- Production Assistant

- Daily functions include operation and execution of all elements of news production.
- Responsible for pre-show production work as well as live on-air support to assigned Director.

Gottschalks 2001-2005

Chico, CA

Sales Floor Associate-Loss Prevention Agent-Human Resources Assistant

- Duties include providing customer service and POS transactions.
- Enforced Loss Prevention procedures and objectives.
- Performed Human Resource tasks including scheduling, payroll and benefits processing.

Alta Sierra County Club 1998-2001

Grass Valley, CA

Waitress-Busser-Banquet & Catering Staff

- Duties included setup, service and tear down of banquets, weddings, golf tournaments and other special events.
- Regular breakfast, lunch and dinner service
- Catered to the needs of members and guests according to high level of standard associated with private clubs

Other Skills and Achievements:

- Earned AU Designation in 2013.
- Competent with computer systems and POS transactions
- Ability to follow direction as well as take initiative when appropriate
- Understanding of hospitality etiquette and protocol
- Earned Girl Scout Gold Award in 2000