

Jainay James

Van Nuys, CA 91406

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Authorized to work in the US for any employer

Work Experience

Collections Representative

Caine & Weiner - Sherman Oaks, CA

October 2019 to December 2019

On dialer emails outbound calls of 250 as well as Excel and calling collecting payments setting up payment plans as well.

Server

Olive Garden - West Hills, CA

August 1998 to December 2019

Served guests took orders cleaned station and stocked for new day.

Agent

C.A.S - Canoga Park, CA

January 2019 to March 2019

Call homeowners give them heating and air conditioning maintenance.

Telemarketer

Vittorio Remodeling - Tarzana, CA

November 2015 to January 2019

Called home owners about future upgrades such as Roofs, Flooring, Windows.....etc.

Heating and air conditioning Rep

Education

High school or equivalent in Business

Niles Community High School - Niles, MI

September 2006 to September 2012

Some college

Skills

- Server
- Sales

- Customer Service
- Organizational Skills
- fast learner
- training
- Powerpoint
- Telemarketing
- Computer Skills
- Cold Calling
- Food Handling
- Data entry
- Customer service
- Sales
- Cold calling
- Telemarketing
- Serving
- Communication skills
- Microsoft Office
- Inside sales
- Training & development
- Outbound sales
- Negotiation
- B2B sales
- HVAC
- Typing
- Front desk
- POS
- Restaurant experience
- Retail sales
- Phone etiquette
- Customer support
- Telecommunication
- Door-to-door
- Cash register
- Cash handling
- Supervising experience
- English
- Analysis skills

Certifications and Licenses

Food Safety

August 2018 to August 2020

Where I can handle food and drinks

food handler certificate

Additional Information

I am a people person very reliable and energetic and full of enthusiasm.