**Jenna L. Groezinger**

1008 Crete Drive • Saint Louis, Missouri 63137

PHONE 314-359-9745 • EMAIL Jenna021@missouristate.edu

**OBJECTIVE**

* Seeking a part- or full-time position, eager to utilize my experience for the benefit and growth of your company’s business.

**EDUCATION**

Missouri State University Springfield, MO

* *Bachelor of Science in General Business*
* Expected graduation: May 2009

**QUALIFICATIONS**

* Proficient in Microsoft Office Word
* Proficient in Excel
* Proficient in Power Point
* Experience working in a professional business environment
* Work 15+ hours a week while maintaining a full-time student status

**ACTIVITIES**

* Professional Business Fraternity Delta Sigma Pi September 2007-Present

*Social Chair*

* Radiography Club, member January 2006-December 2006

**PROFESSIONAL** **EXPERIENCE**

Edward Jones Ozark, MO

*On-Call Branch Office Assistant*  June 2006-Present

* Maintain and update 400+ client accounts
* Create new client accounts
* Developed an organized filing system
* Handle large amounts of money for daily bank deposits
* Arrange daily meetings and schedule appointments
* Handle marketing objectives and mailings
* Compose new list managers
* Assist clients with their investment questions regarding their personal account or the market

**The Charles L. Crane Agency Co.**  Chesterfield, MO

*Temporary On-Call File Clerk*  January 2002 – Present

* Organized expired filing system.

**St. Louis Pizza & Wings** Florissant, MO

*Cook/Cashier* September 2002-April 2004

* Assistant Cook.
* Cashier
* Answered phones/take orders

**REFERENCES**

* Available upon request.