Jaclyn Jennings Sollars

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**OBJECTIVE** Pursuing a bank teller position at Nicolette Bank with the purpose of giving customers exemplary service through careful attention to detail, excellent communication skills, and computer skills

**EDUCATION ST. NORBERT COLLEGE**, De Pere, WI

**Bachelor of Arts**: Communications & Media Studies, December 2016

**Emphasis:** Media

**Minor:** English

**AWARDS** Van Dyke Scholarship of St. Norbert College 2012-2016

**SKILLS** Customer Service Attentive Hospitality Detail-oriented

Teamwork Caring

*Coordinator & Cashier*, **TJ Maxx and Home Goods** Green Bay, WI July 2021- present

* Top customer service
* Money handler
* Returns policy
* TJ Maxx credit cards top sales performer

*Production Line Worker*, **Eileen’s Candy** Green Bay, WI June/July 2021

* Machinery work
* Labels
* Packaging

*Salesperson*, **C. R. Goodfinds,** Lake Geneva, WI, July-September 2020

*Cashier*, **Piggly Wiggly,** Elkhorn, WI, November 2019-July 2020

*Preschool Teacher,* **Royal Montessori Academy**, Green Bay, WI 08/2018-June 2019

* Helped managed classroom of up to 20 students ranging from 3 to 5 years old
* Worked Before & After School Program
* Appreciated by families for working with their children on their independent and behavior development skills
* Developed strong, lasting relationships with parents and children. Regarded as a leader among teacher peers in the development of creative lessons and exciting indoor and outdoor learning experiences.

*Teacher’s Assistant,* **Child’s Voice**, Wood Dale, IL February-May 2018

* Educational and Audiology services to children with hearing loss and their families, offering them the tools and skills necessary for success in both school and social settings.
* Helping to ensure the classroom runs smoothly in discovery and learning center
* Supporting children ages 3-5 and 5-7 during recess, lunch, and snack times
* Preparing teaching materials, documenting and recording student progress and data and providing other assistance as needed
* Change diapers for younger children (3-4 year olds).

*Digital Marketing Intern*, **Nei-Turner Media Group**, Lake Geneva, WI October-December 2017

* Write and publish articles for the company websites
* Assisted nearly 1,000 attendees at company-hosted beer and spirits festival at The Ridge Hotel
* Completed mailing for magazines and its events
* Attend and participate in weekly staff production/editorial meetings
* Created Top 25 Wisconsin Businesses’ Directory list

*Merchandising & Inventory Team Salesperson*, **Nordstrom Rack**, Kildeer, IL 02/2017-2018

Offered merchandise to customer service to differentiate and promote the company brand through Nordstrom, Nordstrom Rack, and HauteLook

* Built customer confidence by actively listening to their concerns and giving appropriate feedback
* Balanced the needs of multiple customers simultaneously in a fast-paced retail environment
* Exceeded monthly sales goals through memberships and rewards
* **\*** Earned 1st Quarter Recognition for Top District Customer Service Feedback letter

**VOLUNTEER WORK**

**Hospice Advantage**, Green Bay, WI, January-May 2014

* Completed 20 hrs. of community service at three different hospice cares in the Green Bay area
* Offering a comprehensive level of care- assuring that physical, psychological, social and spiritual needs are met with six patients

**Circle K**, St. Norbert College, De Pere, WI August 2013-May 2014

* Participated in a variety of service experiences within the St. Norbert and Green Bay communities

**Cru**, St. Norbert College, De Pere, WI August 2012-December 2016

* Organize and participated in large group meetings, small Life Group Bible studies, large conferences, weekend retreats, mission opportunities, outreach events, and community service on a spiritual level