

Jessica A. Bradley

"I am a professional with 3+ years of experience handling large amounts of money and monitoring budgets. I have an acute awareness of the importance of time management and organization. I possess strong written and oral communication skills. It is very easy for me to accomplish goals due to my high retentive memory. My perception, critical thinking, dedication, and drive would be a huge asset to Quincy Compressor."

EDUCATION

University of West Alabama, Livingston AL-
Masters' in Integrated Marketing Communications

Current- 2023

Huntingdon College, Montgomery AL—B.A in
Business Administration/ Management

August 2015 - May 2019

Student Alumni Association; Business Club

EXPERIENCE

Quincy Compressor, Bay Minette, AL- Credit
Analyst *April 4, 2022- Current*

- Evaluating clients' credit data and financial statements in order to determine the degree of risk involved in lending money to them
- Preparing reports about the degree of risk in lending money to clients
- Analyzing client records and using the data to recommend payment plans
- Confering with credit associations and references to exchange credit information on clients
- Evaluating the financial status of clients by producing financial ratios through computer programs
- Helping supply chain and sales and marketing departments in managing financial orders to help them control credit exposure, make payments on time, and reduce the risk of customer disputes
- Confering with clients to verify their financial/credit transactions and to resolve their complaints

Coastal Alabama Community College,
Administrator Assistant to the Dean of External
Funding and Student Support Services, Bay
Minette, AL

July 2021-Present

- Reconcile bank statements
- Managing expenditures
- Coordinating daily calendars for the Dean of External Funding and the Director of Student Support Services.
- Assisting the Dean of External Funding and the Director of Student Support Services with reports and projects.
- Purchase trips, supplies, and keep a file of all receipts
- Monitor the program's budgets
- Handling correspondences related to the Office of External Funding and Student Support Services. • Ensuring confidentiality of all meetings. • Maintaining files on each project participant. • Becoming familiar with and adhering to all College policies and procedures.
- Becoming thoroughly familiar with all pertinent state and national policies and complying with said policies.

Dillard's, Spanish Fort, AL — Sales

Associate *August 2020 - June 2021*

- Promote the company's products or services through excellent customer service and communication skills.
- Greets 100+ customers in-store per day, responding to inquiries, helping with purchase decisions, and providing exceptional customer service
- Named as "Credit Superstar" for several weeks by increasing store sales.

Alabama Orthopedic and Sports
Medicine, Assistant Office Manager,
Daphne, AL *July 2019 - August 2020*

- Coordinated and managed clients schedules, accommodating individual requests and requirements
 - Working Directly with the Office Manager to handle correspondences, produce flyers and brochures to ensure promotion of the company.
 - Maintained knowledge of federal policy and laws for the protection of the company and clients.
 - Collected and receipted monies related to copays and billings
 - Assisted with the billing to clients of the organization.

**Tropical Smoothie,— Shift Leader,
Montgomery, AL**

September 2016 - April 2018

- Schedule employee shifts and communicated positively to assign necessary duties
- Organize and coordinate time-off requests and assist with last-minute absences
- Prepare bankreportings and close of day balancing of cash drawers.

SKILLS

In-depth proficiency and understanding of all Microsoft Office programs- Excel, Word, Powerpoint and Teams

Exceptional customer service in person and on the phone

Cash Handling/ Receipting

Expertise in travel booking and scheduling software

Activities and Memberships

Alpha Kappa Alpha Sorority Inc- *April 2019-present*

- Active Member

North Baldwin Chamber of Commerce- *August 2014- present*

- Active Volunteer in the annual Delta Dash, Chili Cook Off and Christmas Fest to raise scholarship funds for the local community.
- Eastern Shore Chamber of Commerce- Young Professionals- current

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