

Jessica A. Valentino

(541)-223-8943
jessica.valentino13@gmail.com

Objective

Obtain an Assistant Appraiser mentorship with a Certified General Appraiser.

Work Experience

Linn-Benton Housing Authority - Accounting Assistant
1250 SE Queen St, Albany, OR 97322, (541) 926-4497

April 2019 - Present

- Responsible for Accounts Payable, Housing Authority payments, check running, receipting payments, and deposits.
- Review Section 8 participant files and confirm Housing Authority payments.
- Manage individual debt tracking and enter payments into a database.
- Maintain a working relationship with landlords and assist with any changes or requests.

Linn County Road Department – Office Specialist 3
3010 Ferry St. SW, Albany, OR 97322, (541) 967-3919

December 2014 – June 2018

- Managed and maintained the Linn Regional Fueling Facility along with the fuel system database.
- Oversaw the inventory of fleet equipment and vehicles within the department.
- Sustained a working relationship with trucking agencies regarding transportation permits and routing.
- Helped resolve any questions or concerns from the public regarding road safety.

Sidekicks by Pastega Coffee Roasters – Barista
832 SW Lyons St., Albany, OR 97321, (541) 967-7558

June 2012 – October 2014

- Greeted customers and helped with any questions or suggestions.
- Received and fulfilled orders promptly and efficiently.
- Balanced the cash register and credit card machine at the end of each shift.

The Depot Café – Dishwasher / Hostess
822 S Lyons St., Albany, OR 97321, (541) 926-7326

August 2011 – December 2014

- Responsible for clearing tables, washing dishes, and food preparation.
- Greeted customers and made sure they were comfortable throughout their meal.
- Kept a clean work area while ensuring items were stocked and ready for the next shift.

Education

McKissock Learning
<https://www.mckissock.com/>

January 2018 - Present

- Trainee Appraiser

Oregon State University
1500 SW Jefferson St., Corvallis, OR 97331

September 2015 – June 2017

- Obtained a Bachelor's of Science Degree.
- Majored in Business Administration.
- Graduated with an overall 3.27 GPA.
- Honor Roll recipient.

Linn Benton Community College
6500 Pacific Blvd. SW, Albany, OR 97321

September 2012 – June 2015

- Associate of Science Degree in Business Administration.
- Graduated with a 3.42 GPA.

Skills

- Able to effectively manage databases as well as contribute new fundamentals to create more efficiency within the database.
- Easy to train, listen to and follow directions, ask necessary questions, and able to problem solve.
- Experienced with Excel spreadsheets, graphs, and equations, as well as all other Microsoft Office applications.
- Skilled in building and maintaining customer/client relationships.
- Eager to take on new responsibilities and challenges within the workforce.
- Proficient in both Windows and Mac platforms.
- Completed the Cascades West Leadership program to become a more effective leader.