**Lamika M. Jenkins**

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**Summary of Qualifications:**

* Acquired over 10 years of strong working knowledge of sales/management experience
* Exceeded sales goals expectations by being persistent, diligent, motivated and a quick thinker
* Highly articulate well rounded individual who demonstrates superior verbal and written communication skills with a diverse population of individuals.
* Working knowledge of Windows, Microsoft Programs, Internet, operation of fax machine, clerical skills, excellent data entry proficiency, and typing speed of 30-35wpm

**Work Experience:**

Nutrisystem Horsham, PA

**Sales Consultant** 11/11 – Present

* Counsels and motivates clients to continue with the program by identifying needs, seeking solutions and offering weight loss products. Documents correspondence as required
* Promote tailored food packages and other nutritional products to existing clients
* Maintain an awareness and knowledge of all product information
* Perform other duties as assigned by director or supervisors
* Provide feedback to management on marketing campaigns and customer satisfaction
* Be courteous, helpful, energetic, respectful and polite when dealing with counselors, co-workers, clients, and prospective clients
* Demonstrate a passion for providing a superior client experience
* Conduct outreach phone calls to existing customers to encourage program participation
* Utilized consultative sales method

Comcast Plymouth Meeting, PA

**Direct Sales Representative** (*had to resign due to death in my family)* **0**8/15/11 – 08/25/11

* Outside sales position
* Present and sale marketing/sales initiatives, and special promotions to customers
* Meet or exceed predetermined sales goals
* Maintain high level of customer satisfaction
* Utilized consultative sales method

Successful Aging Care Net Inc. *West Chester, PA*

**Branch Manager *(****Home Health Agency****)***  *09/10 – 07/11*

* Recruit and hire C.N.A’s and H.H.A’s
* Maintain accurate and updated personnel files
* Responsible for marketing materials and advertising
* Communicate with case managers and consumers to provide personalized care
* Increased caseloads by 30 percent
* Schedule in- services for personnel
* Responsible for bi-weekly payroll, scheduling, timesheets and additional management functions

**Director of Admissions** *(C.N.A. School)*

* Administering TABE test
* Recruitment of prospective students.
* Assist students in completing the enrollment process.
* Facilitate open communication with prospective/current students.
* Create advertising materials, conduct open houses.
* Increased enrollment percentages by 50 percent
* Keep accurate and organized records of daily calls, weekly activity and follow-ups.

New wave Resources *Philadelphia, PA*

**Outside Job Developer**  *01/09 - 09/10*

* Prepared students resumes, arranged face to face interviews, conducted mock interviews.
* Facilitated career readiness classes and organized career fairs for job placement to assist graduating clientele with obtaining employment.
* Contacted and arranged interviews with prospective employers to increase placement percentages.
* Developed and maintained working relationships with employers.

Lincoln Educational Services *Philadelphia, PA*

**Outside Admissions/Public Relations Representative** *07/05 - 09/08*

* Handled 100 plus calls a day to produce new business from prospective students
* Conducted in-home and office interviews with prospective students to assist them through the entire enrollment process
* Built and maintained a good repoir with instructional staff of (60 school territory PA, DE, and NJ) to book and present motivational power point presentations to Senior and Junior classes for quality lead generation
* Compiled extensive reports consisting of student’s report cards, progress reports, extracurricular activities, and a multitude of additional contact phone numbers as well as weekly follow-ups.

Harrison Career Institute *Philadelphia, PA*

**Senior Career Services Representative/Director of Externship** *09/03 - 02/05*

* Interviewed graduates to determine qualifications and eligibility for employment or externships
* Prepared students resumes, arranged face to face interviews, conducted mock interviews, facilitated career readiness classes and organized career fairs for job placement for graduating clientele
* Contacted and arranged interviews with prospective employers to increase placement percentages
* Visited externship sites on a weekly basis to oversee and collect data of student’s progress

Harrison Career Institute *Philadelphia, PA*

**Surgical Technology Instructor** *09/03 - 01/04*

* Instructed students on proper sterile techniques, identification of surgical instrumentation as well as their proper usage utilizing the mock surgery technique
* Prepared lesson plans in areas of anatomy, physiology and medical terminology
* Utilized a fair grading system on tests, quizzes and finals
* Met with students on a consistent basis to inform them of their progress, participation and behavior in class

Pennsylvania Hospital *Philadelphia, PA*

**Central Processing Department/Surgical Technician** *10/02 - 08/03*

* Preparation of surgical instruments with steam and/or E.T.O process for use in the operating room
* Completed biological test for sterilizer and Steris machinery
* Assisted surgical team with various surgical procedures while maintaining sterility

Robinson Luggage *Philadelphia, PA*

**Shift Supervisor** *03/01 - 08/02*

* Responsible for overseeing a staff of 3 individuals to ensure smooth operation and workflow
* Maintained day to day operations including opening and closing the store, scheduling and timesheets
* Handled inventory and loss prevention on all store merchandise for quality control
* Arranged merchandise in window and on sales floor to attract old and new customers

Venator Group (Foot Locker) *Philadelphia, PA*

**Assistant Manager/Manager** *03/96 - 03/01*

* Met and exceeded sales goals on a quarterly basis
* Oversaw a staff of 6 individuals to ensure adequate workflow and that proper procedures are being followed
* Responsible for bi-weekly payroll, scheduling, timesheets and additional management functions
* Interviewed, hired, terminated, trained and delegated work assignments to staff

**Education:**

Community College *Philadelphia, PA*

***Business (Studies towards an Associate’s Degree)*** *01/08 - Present*

Harrison Career Institute *Philadelphia, PA*

**Surgical Technology (Diploma)** *11/02*

**Certificates:**

Sexual Harassment Prevention in the Work Place *12/99*

Managing Diversity in the Work Place *10/99*

Rightful Discharge Procedures of Employees *08/98*

***References available upon request***