
Andre Queenberry

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PROFESSIONAL SUMMARY

Dependable worker skilled at managing diverse needs in challenging, fast-paced environments. Friendly and energetic professional with remarkable communication and prioritization skills.

SKILLS

- Strategic thinker
 - Strong interpersonal skills
 - MS office
 - Attention to detail
 - Independent worker
 - Efficient worker
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WORK HISTORY

Interviewer, 05/20xx to Current

Temporary Agency – Camden, NJ

Conduct Orientations, workshops, utilize Excel, Word, Powerpoint, assist employers with hiring needs, match customers for job vacancies and refer for training based on Labor Market information.

Employment Specialist, 09/20xx to 05/20xx

Temporary Agency – Newark, NJ

Cultivated working relationships for clients and employers while advocating for hiring of clients and offering reimbursement incentives. Initiated contracts for employers, tracked and submitted payments. This increased clients employment rates.

Business Resource Representative, 10/20xx to 09/20xx

Temporary agency – New Brunswick, NJ

Served as liaison to Businesses assisting employers with providing employee solutions. Organized panel discussions offering services from various departments.

Claims Examiner, 08/2002 to 08/2004

Insurance Company – Newark, NJ

Conducted Fact Finding interviews, processed claims based on law, adhered to enforced time lines and made payment accordingly.

Customer Service Representative, 11/20xx to 01/20xx

Customer Service Company – East Orange, NJ

Served as a Single Point of contact for customers within Essex County and often serving other companies throughout NJ. Conducted presentations and traveled to companies facing downsizing; and worked along Rapid Response team with Customized training. Referred employers for Customized training and Literacy Grants.

EDUCATION

Master of Arts: Executive Master's Public Administration,
Rutgers University - Newark, NJ

Bachelor of Arts: Sociology,
Rutgers University - Newark, NJ