**Kaycy Jackson**

**2509 Fox Harbour North Drive**

**Indianapolis,IN 46227**

**Email:** **Kaycyjackson@yahoo.com**

**Phone Number: 260-224-4633**

**Work Experience:**

**(Current employer)**

* **Oak Motors**

**3901 S. East St. Indianapolis,IN 46227 (317) 452-8888**

**Job Title: Office Manager**

**Job responsibilities: General clerical duties, closing loans, assisting the sales floor with sales, ordering, filing, handling repos and property and working closely with the finance company.**

* **Senior Helpers**

**Greenwood, IN**

**Employed from: January 2018 to December 2018**

**Job Title: Caregiver then moved in to the office as a Scheduler.**

**Job responsibilities: Caring for the disabled and elderly, transporting them to do daily errands and to appointments, bathing/showering and general house work. As a scheduler I scheduled shifts for about 150 caregivers and for about 200 clients.**

* **Private Caregiver**

**Employed from: December 2016 till January 2018 when client passed away.**

* **Super 8 Motel**

**2801 Guilford St. Huntington, IN. 46750 260-358-8888**

**Employed from March 2010 till September 2016**

**Job Title: Front Desk Manager**

**Job Responsibilities: Maintaining Sales, reservation and night audits**