

# JESSICA ADAMS

## EDUCATION

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[January 2021- February 2021] [Alaska RUBA] [Online, Alaska]  
***Financial Management of Rural Utilities***

- This course goes over the financial operations of rural utilities, such as basic processes and procedures for financial reporting, fund accounting, collections, risk management etc.

[December 2020- December 2020] [Alaska RUBA] [Online, Alaska]  
***Quickbooks Professional***

- Quickbooks Professional course teaches the ins and outs of how to navigate and use Quickbooks correctly.

[October 2020- October 2020] [Alaska RUBA] [Online, Alaska]  
***Clerks Management for Rural Utilities***

- This course goes over Clerk responsibilities and tasks associated with managing rural utilities in small communities.

[January 2010-April 2010] [Ashworth College] [Atlanta, GA ]  
***Veterinary Assisting***

- Graduated the Professional Veterinary Assisting Program with Honors

[September 2005- August 2006] [Chemeketa Community College] [Salem, OR ]

***Emergency Medical Services- EMT Basic***

- Graduated the EMT Basic program while participating in the resident program at PCFD allowing me to participate on Emergency Medical and Fire calls.

[September 2000- June 2004] [Dallas High School] [Dallas, OR ]

***Animal Science with emphasis on Livestock***

- Received High School diploma with main emphasis in Agriculture particularly Animal Science/ Agri. Business. Also participated in FFA was V.P. in 2003-2004.

## WORK OF EXPERIENCE

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[Nov. 03~ July 2004] [Raley's Grocery] [Lodi, CA]

***Grocery bagger***

Clean duties, bagging grocery, stocking shelves, opening the store, closing the store and assisting customers find items.

[Nov. 2004~July 2005] [Target] [Lodi, CA]

***Temp. Holiday Cashier***

Checking out customers, price checks, cleaning, assisting in finding items, opening and closing of store.

[Oct. 2005~Aug. 2006] [Polk County Fire Dept] [Independence, OR]

***EMT/FF, Receptionist***

Part of the Resident program at PCFD while attending college at Chemeketa CC for my EMT Basic, also performed receptionist duties such as answering phones, filing, payroll for Volunteer staff etc.

[ Sept. 1999~ Oct. 2005] [ Capitol Heating & Cooling Inc. ] [ Salem, OR ]

**Secretary, Receptionist**

Performed Office responsibilities including those of answering phones, filing, billing for services, invoicing customers, taking messages, payroll, delivery of supplies to job sites, regular office cleaning/maintenance etc.

[ Nov. 2011~ Feb. 2013] [ Wilco Farm Store] [Lebanon, OR]

**Lead Cashier**

Performed cashiering duties including checking out of customers, cleaning registers, restocking registers. As the Lead Cashier I was also in charge of cashiers work schedules, lunch/break schedules, reviews, ordering supplies and various items needed at registers.

[March 2019~ Present] [City of Pelican] [Pelican, Ak]

**City Treasurer**

As City Treasurer I am responsible for all ordering of supplies, managing and reconciling bank accounts, entering and sending out payables, payroll, sales and transient accommodation taxes and monthly billings. In addition to my treasurer duties I also manage our fuel business, which includes ordering all of the fuel and package goods needed, regular inventory of packaged goods, and pricing of said products sold. In addition to my Treasurer duties I am also in charge of testing and spear headed our Covid-19 plans and procedures for our community.

ACTIVITIES/AWARDS

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FFA (2000-2004)~ 3 years of Animal Science, Dairy Cow Judging, Market Steer program, main Emphasis in livestock and equine.  
Volunteered at a ranch in California that rescued neglected/abandoned horses, and also adopted Wild mustangs from the BLM in Palomino Valley, NV.

REFERENCES

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Rob Holveck	FFA Advisor	(503)758-8029
Alissa Curry	Manager	(503)871-0446
Susan Shephard	Office Manager	(503)838-1510