

JESSICA CLAIRE

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SUMMARY

Creative and innovative Art Director with proven history with public relations and advertising firms. Directs and drives visual and artistic elements in productions and media campaigns and supervises graphic designers. Collaborates with project directors, understands creative vision and models, and leads visual design of project before submitting designs to director. Arts Coordinator specializing in print layout and design applications. Motivated professional offering [Degree] in [Area of study]. Adds value to any organization in need of great collaboration, interpersonal, and multitasking abilities. Meets tight deadlines every time. Flexible hard worker ready to learn and contribute to team success. Outgoing student pursuing flexible part-time employment with weekend and evening shift options.

SKILLS

- Communication
- Reliable and trustworthy
- Project planning
- Working collaboratively
- Art composition

EXPERIENCE

Arts Coordinator, 12/2013 - 03/2021

Good Samaritan Society – Westbrook, MN

- Approved art layouts, copy design, and illustrative work for publication.
- Promoted business on social media platforms to maximize brand identity and generate revenue.
- Enforced adherence to client specifications, including budget constraints and timelines.
- Successfully resolved range of complex artistic development issues.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Worked closely with team members to deliver project requirements, develop solutions and meet deadlines.
- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Improved operations by working with team members and customers to find workable solutions.
- Motivated and encouraged team members to communicate more openly and constructively with each other.

Census Enumerator, 03/2020 - 12/2020

United States Census Bureau – City, STATE

- Asked questions pertaining to name, age, religious preference and state of residency.
- Created survey sheets and worked on predefined surveys to gather census information.
- Charted out plans to visit residents of specified cities.
- Interpreted interview questions to assist people in providing appropriate answers.
- Compiled, recorded and coded information derived from specified forms into predefined databases.
- Minimized mileage by teaming with people working in same area.
- Assisted people in filling out surveys and explained items on survey forms.
- Read maps and located addresses to complete assigned forms via personal interview.
- Double-checked information on survey forms or information pads to verify accuracy of information.
- Located and approached households and requested participation in census interview, thoroughly explaining process and purpose.
- Explained survey functions and objectives.
- Provided assistance to non-English speakers in translating census materials, verifying comprehension.
- Distributed assignments to enumerators and submitted completed assignments to supervisors.
- Conducted exit interviews to obtain feedback used to drive procedural improvements and verified all closing paperwork.
- Led [Number]-member team of census enumerators through strategy coaching to successfully obtain interviews and adhere to protocols.
- Trained enumerators on most efficient processes and oversaw quality of entries.
- Delegated duties to enumerators and submitted completed assignments to management.

CNA, 05/2001 - 11/2001

Brady West Rehab & Nursing – City, STATE

- Assisted patients with shaving, bathing and oral hygiene to promote healthy habits and overall wellness.
- Facilitated activities of daily living, including personal hygiene management, feeding and ambulation.
- Conducted routine checks on standard patient vitals, including blood pressure, blood sugar and heart rate.
- Managed and maintained patient rooms, shared-living areas and nursing stations.
- Rendered hands-on nursing care under direct RN supervision, adhering to medical center policies and procedures.
- Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.
- Documented activities and recorded information in EMR system.
- Delivered nursing assistance to residents in [Number]-bed [Type] care facility.
- Delivered personal nursing assistance in pre- and post-operative situations.
- Provided basic patient care by bathing and grooming patients, changing bedding and assisting in feeding activities.
- Collected and documented vital signs to track current patient conditions.
- Monitored patient's respiration activity, blood pressure and blood glucose levels in response to medical administration.
- Took patients vitals, including blood pressure, temperature and pulse and documented vital signs and weight of patients.
- Engaged with patient family and friends to provide courteous visit experience.
- Communicated concerns regarding clients' status, care and environment to nursing supervisors, clinical care supervisors and case managers.
- Answered signal lights, bells and requests-for-service to assist patient services fulfillment.
- Documented patient intake and dietary requirements and aided with feeding and monitoring.
- Comforted patients and provided each with reassurance and encouragement.
- Answered patient and family questions to educate on optimal treatment procedures.

EDUCATION AND TRAINING

GED: 05/2001

Brady High School - Brady, TX

ADDITIONAL INFORMATION

Bilingual- English/Spanish Reading and Writing