

# JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

## SKILLS

- Automotive Detailing
- Cleaning
- Self-Motivated
- Efficient multitasking
- Food inspection
- Kitchen organization
- Ingredient preparation
- Ambitious
- Time management
- Quick-learning
- Adherence to recipes
- Dependable and reliable
- Food processing
- Deep frying
- Kitchen equipment sanitation
- Cooking
- Teamwork and Collaboration
- Food Safety
- Food Preparation
- Cash Handling
- Inventory Control
- Cash Register Operation
- Packaging
- POS systems
- Customer Response
- Late-night shift availability
- Friendly and helpful
- Valid California driver's license
- Fluent in Spanish
- Fast and efficient service worker
- Sandwich preparation
- Menu memorization
- Cash register systems
- Purchase assistance
- Cash register operation
- Payment collection

## EDUCATION

Alisal High School  
Salinas, CA • 05/2020  
High School Diploma

## PROFESSIONAL SUMMARY

Hardworking Fast Food Worker with strong track record of quickly taking orders, managing customer window and preparing food. Highly knowledgeable in POS systems. Commended for completing tasks quickly and offering friendly service.  
Detail-oriented cleaning professional with outstanding interpersonal communication skills. Possessing clean driving record and valid automobile insurance.

## WORK HISTORY

Midwestern Wheels, Inc. - Car Detailer  
Rhineland, WI • 01/2022 - Current

- Washed, waxed and buffed vehicle bodies for professional shine.
- Vacuumed interiors of vehicles to remove dirt and debris.
- Inspected interior and exterior of vehicles for cleanliness and accurately identified imperfections outside vehicle standards.
- Identified safety issues and addressed with shift supervisor.
- Collected and disposed of trash in vehicle console spaces and under seats.
- Shined vehicle windows and windshields to remove water spots.
- Planned and coordinated work for team of detailers.
- Washed cars and trucks daily for auto dealership.
- Cleaned upholstery, rugs and other surfaces by using cleaning agents, applicators and cleaning devices.
- Checked quality of work by thoroughly inspecting interior and exterior for additional cleaning requirements.

El Pollo Loco Holdings - Team Member  
San Bernardino, CA • 11/2021 - 01/2022

- Pursued learning opportunities to advance knowledge and take on leadership position.
- Contributed to team success by completing jobs quickly and accurately.
- Continuously checked products for quality assurance according to strict guidelines.
- Broke down boxes and cartons, disposing of refuse in proper cardboard receptacles.
- Worked different stations to provide optimal coverage and meet production goals.
- Instructed junior team members on protocols and procedures of each station to maximize contributions.
- Maintained order accuracy and customer satisfaction by double-checking packing labels while packaging products.
- Kept work areas clean, organized and safe to promote efficiency and team safety.
- Learned all required tasks quickly to maximize performance.
- Took on additional job duties during unexpected backlog, resulting in meeting project target date.
- Collected and authorized payments of guests.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Operated cash register for cash, check and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Performed cash, card and check transactions to complete customer purchases.
- Managed opening and closing shift kitchen tasks.
- Restocked inventory and ingredient items to maintain optimal kitchen efficiency.
- Practiced proper safety and sanitation standards.
- Prepared ingredients for menu items.
- Cooked menu items according to specified instructions.
- Prepared food orders to support waitstaff and other team members.
- Kept kitchen up to code for health and safety inspections.
- Worked in fast-paced environment with sense of urgency to serve guests quickly.
- Understood cooking techniques and fundamentals to maximize safe food handling.
- Prepared meals with special accommodations for those with allergies.
- + Edit or add your own
- Processed cash, credit and touchless transactions to fulfill customer orders.

Fresh Leaf - Fresh Produce Packer  
City, STATE • 07/2021 - 11/2021

- Checked food goods for quality to remove unwanted items and pack fresh goods.
- Wrapped and packed perishable food in boxes based on quality and quantity.
- Loaded and unloaded pallets of food to receive and ship deliveries.
- Protected materials for transport by correctly packaging products in boxes and crates.
- Lifted, moved and organized large boxes of food to transport to and from storage.
- Operated pallet jacks and material moving equipment to receive and transport items from various warehouse locations.

Elkhorn Packing Co - Agricultural Field Worker  
City, STATE • 11/2020 - 09/2021

- Weeded vegetable and herb gardens to provide healthy environment for plant growth.
- Planted, cultivated and harvested various types of trees, shrubs and plants.
- Communicated with coworkers and management to report challenges.