

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th
Floor

SKILLS

- Great customer service
- Coachable
- Goal oriented
- Bilingual in Spanish
- First Aid/CPR
- Loss prevention
- Inventory tracking
- Item tagging

EDUCATION AND TRAINING

Divine CNA Training
Federal Way, WA • 2018
Health Aide

Auburn Riverside High School
Auburn, WA • 06/2013

High School Diploma

**Renton Tech College High School
Completion**
Renton, WA • 06/2017
GED

SUMMARY

Looking for a fulfilling career supported by great leadership that will encourage me to apply and diversify my learned skills sets of excellent customer service, team work and collaboration, project management.

EXPERIENCE

Hca - Inventory Management
Memphis, TN • 10/2019 - 05/2021

- Fulfilled orders quickly to accomplish challenging daily objectives.
- Picked products from designated locations using various tools and transferred to appropriate areas for further processing.
- Selected products and items from shelves and pallets for customer orders.
- Promoted workplace safety and smooth production by keeping workspaces clean, organized and free of hazards.
- Reviewed orders for specialty codes to determine item locations in warehouse.
- Documented package information by completing associated paperwork, attaching labels and running barcodes with scanners.
- Mentored new employees on warehouse procedures and tasks resulting in quick job acclimation.
- Conducted product cycle counts and inputted corrections to warehouse inventory system.
- Reduced waste by adhering closely to packaging procedures and monitoring use of packaging materials.
- Reviewed packing slips and other documentation to properly box requested items for shipment.
- Monitored aisles and floor areas for neatness and organization to enable forklifts to operate throughout warehouse.

Hyatt Hotels Corp. - Registered Nurse Assistant/Hospitality Aide
Chicago, IL • 04/2018 - 09/2019

- Responded to patient alarms and needs-assessment requests to identify course of treatment, while mentoring students
- 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.
- Collected specimens, monitored vitals and maximized patient comfort to maintain optimal environment.
- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
- Used mobility devices to transport patients.
- Provided basic patient care by bathing and grooming patients, changing bedding and assisting in feeding activities.
- Recognized and reported abnormalities or changes in patients' health status to nursing staff for immediate assessment.
- 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. Comforted patients and provided each with reassurance and encouragement.
- Followed rehabilitation and treatment care plans to accelerate patient recovery, minimize pain and optimize patient outcomes.
- Documented nursing assessments, treatments and follow-up care to maintain patient safety and optimize workflow.
- Kept rooms clean, stocked and sanitized for proper infection control.

St Francis Hospital - Front Desk Representative
City, STATE • 02/2017 - 05/2017

- Offered above-and-beyond assistance to guests with limited mobility.
- Offers customers exceptional support for needs, including directing to different locations and connecting with specific personnel.
- Answered phones to respond to customer inquiries and transfer calls to appropriate staff members.
- Welcomed patrons to front desk and engaged in friendly conversations while conducting check-in process.