

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- POS Systems
- BOL knowledge
- Shipping operations
- Material handling
- Stock allocation
- Inventory reporting
- Materials handling and transport
- Process management
- Sales
- Freight labeling
- Invoice verification
- Shipping and receiving
- Product verification
- Wrapping and boxing

EDUCATION AND TRAINING

Tri County North
Lewisburg, OH • 05/2007
High School Diploma

EXPERIENCE

3D Systems - Agricultural Worker
Rock Hill, SC • 03/2023 - Current

- Cared for livestock by regularly feeding and watering animals.
- Mowed, weed-whacked and mulched planted areas and lawns.
- Monitored and adjusted irrigation systems, distributing water according to crop needs.
- Directed and monitored work of casual and seasonal help during planting and harvesting.
- Deadheaded annuals and flowering perennials to encourage further flowering and growth.
- Harvested and inspected crops by hand for quality purposes.
- Removed roots, rocks and debris from field in preparation for planting.
- Picked fruits and vegetables on assigned plots and checked plants for signs of pest and disease.
- Identified plants, pests and weeds to determine selection and application of pesticides and fertilizers.

Carestream - Assistant Manager
Ny, NY • 04/2022 - 01/2023

- Collaborated with store manager to develop strategies for achieving sales and profit goals.
- Organized schedules, workflows and shift coverage to meet expected business demands.
- Maintained inventory accuracy by counting stock-on-hand and reconciling discrepancies.
- Delegated daily tasks to team members to optimize group productivity.
- Enforced company policies and procedures to strengthen operational standards across departments.
- Mentored staff to enhance skills and achieve daily targets, using hands-on and motivational leadership.
- Directed and led employees, supervising activities to drive productivity and efficiency.
- Coached team members and delivered constructive feedback to promote better productivity and build confidence.
- Completed inventory audits to identify losses and project demand.
- Delegated tasks to team members based upon skill level and to achieve organizational goals.
- Initiated inventory control measures to manage and replenish stock, maintain cost levels and meet customer demand.
- Supervised receiving and stockroom activities to identify opportunities with inventory and prevent shrinkage.
- Assisted supervisor in evaluating employee performance and cultivating improvement initiatives.
- Secured revenue, accurately monitoring transactions and deposits to eliminate discrepancies.
- Implemented training processes for newly hired employees and supervised department managers, shift leads and production personnel.
- Assisted with developing and implementing marketing strategies to improve sales and profitability.
- Implemented organization systems for financial reports, schedules and inventory control to improve efficiency and productivity.
- Led employee performance evaluations and rewarded top performers to retain quality personnel.
- Completed thorough opening, closing and shift change functions to maintain operational standards each day.
- Resolved customer inquiries and complaints requiring management-level escalation.
- Remained calm and professional in stressful circumstances and effectively diffused tense situations.
- Delegated work to staff, setting priorities and goals.
- Recruited and trained new employees to meet job requirements.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.
- Reviewed completed work to verify consistency, quality and conformance.
- Assigned work and monitored performance of project personnel.
- Reviewed employee performance and provided ongoing feedback and coaching to drive performance improvement.
- Interviewed prospective employees and provided input to HR on hiring decisions.
- Mediated conflicts between employees and facilitated effective resolutions to disputes.
- Evaluated individual and team business performance and identified opportunities for improvement.
- Planned and delivered training sessions to improve employee effectiveness and address areas of weakness.
- Produced thorough, accurate and timely reports of project activities.
- Held regular one-on-one meetings with employees to review performance and priorities and provide feedback.
- Analyzed business performance data and forecasted business results for upper management.
- Planned and led team meetings to review business results and communicate new and ongoing priorities.
- Organized team activities to build camaraderie and foster pleasant workplace culture.
- Proposed or approved modifications to project plans.
- Created and managed budgets for travel, training and teambuilding activities.