

JESSICA CLAIRE

100 Montgomery St. 10th Floor ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

I am willing to help with anything and I will get anything done to the best of my ability. I can learn quickly and make sure my work and dedication are up to par. I'm willing to improve my communication skills, handling expenses, leadership roles, problem solving, etc. I always want to leave room to learn and grow, even from mistakes.

SKILLS

- Creative and artistic
- Organizational skills
- People skills
- Merchandising knowledge
- Cash register operation
- Sales expertise
- Team player mentality
- Reliable and punctual
- Outgoing personality

EXPERIENCE

Designer, 11/2021 - 02/2022

Floor & Decor – Arvada, CO

- Maintain a clean, safe, and lively environment.
- Work at the cashier and handle expenses.
- Assist customers with any needs they may have had.
- Change merchandise tags to show current prices, sales, and discounts.
- Change signage for current sales and discounts.
- Greet customers when they entered the store and ask if they needed to be assisted.
- Check the sales floor at the end of the day and recover any items that may have been purchased or misplaced.
- Work with a hand-held device to do pricing and inventory.
- Help customers visualize how they want their rooms to look.
- Help with displays and make sure they remain neat.
- Assist with unboxing incoming items and check for damages.
- Answer incoming phone calls and assist the person with any questions they asked.
- Move around furniture and décor to show different
- Assist with returns
- Speak with customer service if there are problems

Sales Associate, 06/2020 - 09/2020

Praxair, Inc. – Niagara Falls, NY

- Help with liquidation
- Unload trucks, open furniture and smaller items, and make sure everything was accounted for and search for any damaged goods.
- Build furniture and display them on the sales floor when it was time to do so.
- Maintain and organize shelves on the sales floor.
- Create displays for customers to get a visual idea of what they wanted or needed.
- Assist co-workers and managers with many necessities.
- Operated cash register, collected payments, and provided accurate change.
- Make sure entire store was cleaned during and at the end of the day.
- Built and maintained relationships with peers and upper management to drive team success.
- Answer incoming phone calls and provide information about products, etc
- Meet with customers to offer assistance with selecting merchandise, finding accessories and completing purchases
- Reset store displays for special events and seasonal merchandise changes
- Provide every customer with comprehensive assistance upon entering store through merchandise selection and completion of purchases.

Recreation Leader, 10/2019 - 02/2020

Montrose Recreation District – Montrose, CO

- Assist with homework (i.e., Math, English, etc.).
- Solve any unexpected conflicts and problems between children.
- Built and strengthened relationships with children, families and team members.
- Participated in games and recreational activities which encouraged individuals and staff to join in.
- Assisted with smooth and efficient transitions between arrival, room periods, activities, field trips, snacks and departures.
- Encourage and motivate students and staff
- Make sure the classroom(s) were organized
- Engaged with participants to encourage involvement in different recreational activities.
- Prepare for any sudden injuries at playgrounds, field trips, and pools.

Recreation Leader, 09/2016 - 08/2020

Otay Recreation Ctr – Chula Vista, CA

Seasonal Summers and Autumns:

- Engaged with participants to encourage involvement in different recreational activities.
- Built and strengthened relationships with children, families and team members.
- Participated in games and recreational activities which encouraged individuals and staff to join in.
- Assisted with smooth and efficient transitions between arrival, room periods, activities, field trips, snacks and departures.
- Mentored staff and students in safety procedures and protocols to prevent accidents and injuries.
- Established long-lasting relationships with both staff members and students to support program success.
- Promoted fun, safe and inclusive environment by monitoring activity of campers to identify and address behavioral issues.

EDUCATION AND TRAINING

Visual And Performing Arts, 05/2023

Naugatuck Valley CC - Waterbury, CT

- I've been attending NVCC to become an Art Therapist.
- I am the President of a Catholic/Christian Club called Newman's Club

Diploma: 06/2015

Crosby High School - Waterbury, CT

- Sophomore to Senior year I was in JROTC and graduated as a Master Sargeant.

- I was given 2 awards for Music (Guitar and Piano)

- Super Senior Supper- Seniors who had no absences and tardies.

- I received many medals, cords, and ribbons from JROTC.