
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

Detail-oriented, organized, and extensively trained in spreadsheets, transcription, word processing and desktop publishing.

SKILLS

- Spreadsheet management
 - Microsoft Office proficiency
 - Computer-savvy
 - Advanced MS Office Suite knowledge
 - Time management
 - Self-directed
 - Excellent communication skills
 - Strong problem solver
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ACCOMPLISHMENTS

Created a database that listed all parking regulations for Hartford Parking Authority that was praised by the City Council.

EXPERIENCE

Database Developer, 07/2015 - 2017

Northstar Financial Services Group LLC – New York, NY

Developed and created a more effective database that organized information received from parking permit users. Verified that information about signage and parking meters in the computer system was up-to-date and accurate.

Summer Intern, 05/2015 - 07/2015

Douglas County School System – Douglasville, GA

Offered assistance to CEO of company by answering phone calls, filing important documents, creating board packages for meetings, and occasionally answering phone calls.

Nepal Project 2.0 Internship, 02/2015 - 05/2015

Capital Workforce – City, STATE

Built an off-grid solar and wind hybrid power system for two remote villages in Nepal. Fund-raised over \$3,000 to buy ponchos and water filters for villages in Nepal affected by the Earthquake.

EDUCATION AND TRAINING

Computer Engineering/Business Management, 2020

Rochester Institute of Technology - Rochester, NY

High School Diploma: General, 2016

Hartford High Academy of Engineering and Green Technology - Hartford, CT

Top 3% of class

Student government representative