

# Jessica Claire

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

## PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Hardware Installation
- Software Management
- Application Configuration
- Troubleshooting
- Software Updates
- Hardware and Software Configuration

## WORK HISTORY

### INFORMATION TECHNOLOGY SPECIALIST 08/2021 to CURRENT

#### National Aeronautics And Space Administration | Hampton, VA

- Maintain, process, and troubleshoot military computer systems/operations
- Construct, edit, and test computer programs
- Provide customer and network administration services
- Provide maintenance on networks, hardware and software

### ADMINISTRATIVE ASSISTANT 04/2016 to CURRENT

#### Miramax | Jackson, MI

- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Restocked supplies and submitted purchase orders to maintain stock levels.
- Executed record filing system to improve document organization and management.
- Edited documents to improve accuracy of language, flow and readability.
- Updated spreadsheets and databases to track, analyze and report on performance and sales data.
- Managed incoming correspondence to enhance employee performance and reduce time spent on processing and responding.
- Leveraged accounting software to manage expenses and keep track of finances.
- Scheduled office meetings and client appointments for staff teams.
- Conducted onboarding to help new hires adjust to administrative and performance aspects of jobs.
- Booked airfare, hotel and ground transportation to coordinate office travel.
- Scheduled conference rooms, prepared agendas and maintained calendars to prepare for meetings and events.
- Interacted with vendors to purchase and set up equipment and services.
- Generated reports and typed letters in Word and prepared PowerPoint presentations.
- Monitored office calendars to plan meetings, activities and travel to maximize productivity.
- Set up conference rooms, technology and materials to facilitate meetings.
- Created presentations to inform, motivate and persuade internal and external audiences.
- Offered technical support and troubleshoot issues to enhance office productivity.
- Recorded meeting minutes to provide historical account of actions, measure progress against strategic plan and drive accountability.
- Created detailed expense reports to facilitate reimbursement for business expenses incurred.
- Received and sorted incoming mail and packages to record, dispatch or distribute to correct recipient.

### WAREHOUSE ASSOCIATE 09/2018 to 10/2022

#### W.W. Williams Company | Perrysburg, OH

- Inspected incoming and outgoing shipments to verify accuracy and prevent errors.
- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Manually or mechanically loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles
- Handled daily customer service aspects and maintained positive relationships with external customers and freight partners.
- Volunteered to assist with projects, demonstrating willingness to learn new tasks and increase skill levels.
- Worked safely around moving machinery.
- Unloaded pallets and deliveries and organized products in warehouse.
- Utilized forklift or pallet truck to load, unload, transport and store goods.

### TEAM MEMBER 04/2015 to 04/2016

#### Long John Silvers | Wood River, IL

- Contributed to team success by completing jobs quickly and accurately.
- Pursued learning opportunities to advance knowledge and take on leadership position.
- Adjusted equipment to meet different productivity levels.
- Kept work areas clean, organized and safe to promote efficiency and team safety.
- Maintained productive, efficient approach to all tasks.
- Worked scheduled shifts and remained available to work during coworker absences, holidays and busy periods.
- Coordinated project work applying strong team leadership for enhanced success.
- Instructed junior team members on protocols and procedures of each station to maximize contributions.
- Created seasonal displays to showcase new and promotional merchandise.
- Continuously checked products for quality assurance according to strict guidelines.
- Sought out ways to go above and beyond job requirements.
- Maintained work structure by updating job requirements and job descriptions for positions.
- Inspected equipment and conducted basic repairs to keep machinery operational.
- Resolved issues quickly to maintain productivity goals.
- Maintained order accuracy and customer satisfaction by double-checking packing labels while packaging products.
- Learned all required tasks quickly to maximize performance.
- Worked different stations to provide optimal coverage and meet production goals.
- Operated register to process payments and collect cash payment for order totals.
- Broke down boxes and cartons, disposing of refuse in proper cardboard receptacles.
- Developed strong cooperative relationships with coworkers and managers.
- Trained new team members by relaying information on company procedures and safety requirements.

## EDUCATION

No Degree | Forensics  
Anne Arundel Community College, Arnold, MD

High School Diploma 06/2015  
Old Mill High School, Millersville, MD