

JESSICA CLAIRE

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📍 100 Montgomery St. 10th Floor

SKILLS

- Shipping
- Inventory Management
- Warehouse Operations
- Communication
- Microsoft Office Suite
- Inventory Restocking
- Efficiency Improvement
- Validating Supplies
- Data Input
- Supply Chain Management
- Purchase Requisitions
- Training Expertise
- Computer Skills
- Vendor Relationship Management
- Change Orders

EDUCATION

Maryville University
St. Louis, MO • 2020

Master of Business Administration: Accounting

Wichita State University
Wichita, KS • 2016

Bachelor of Science: Accounting

PROFESSIONAL SUMMARY

Logistics Specialist with over four years of experience and expertise in providing excellent leadership with attention to budgets, safety, and military standards/regulations. Leadership experience has included the training, mentoring, delegation, and discipline of soldiers following the chain of command. Strong background in customer service and satisfaction in both accounting and healthcare fields. Skilled in IT and able to utilize a variety of data collection and entry tools to improve workflow and provide results in an efficient and knowledgeable manner. Experience supported by a master's level education with an Accounting focus.

WORK HISTORY

National Aeronautics And Space Administration - Information Technology Specialist
Kennedy Space Center, FLFort Carson, CO • 11/2019 - 11/2022

- Attended regular client meetings to report project progress and address questions.
- Communicated regularly with customers concerning data exchange and technology integration.
- Worked closely with management teams to plan, develop, coordinate and execute technical strategies aligned to client's vision, mission and purpose.
- Developed and maintained strong client relationships to deliver exceptional customer service and problem resolution.
- Conducted in-depth product and issue resolution research to address customer concerns.
- Set up network profiles, security permissions and file sharing systems.

Firstleaf - Logistics Specialist
Portland, OR • 02/2017 - 11/2019

- Performed maintenance management and warehouse functions to maintain equipment records
- Oversaw incoming supplies and equipment, simplified, and standardized maintenance data, and raised quality and accuracy of performance, cost, and parts data through improved maintenance management
- Ability to prioritize and execute task in high-pressure environment,
- Ability to multitask and meet deadlines in high-pressure environment
- Organized equipment nomenclature and Allowance Parts Lists data; conducted analysis to identify necessary allowances support required for operational availability
- Issued Temporary Hand Receipts (DA Form XXX1) and provided up-to-date tracking shipment movement
- Planned and executed logistical support during 22 training events
- Trained 12 logistics planners on cargo and equipment transportation operations procedures
- Identified material and logistics requirements to create purchasing requisitions for customers; prioritize and schedule work order requests, route orders to personnel, and monitor job status
- Maintained complete accountability for routine and high-dollar items, ensuring proper documentation and tracking of all items through organizational property management systems
- Inventoried more than \$1.5M worth of equipment with 100% accuracy and conducted monthly cyclic inventories of equipment
- Sorted and stack, or palletize parts in according with storage rules, and inventoried all parts stored
- Maintained accurate inventory of on-hand products by recording all incoming and outgoing material transactions
- Stored perishable materials in accordance with regulations, policies, and guidance; rotated inventory to reduce waste

Data Robot - Tax Associate
Minneapolis, MN • 12/2016 - 01/2017

- Conducted face-to-face interviews with clients
- Prepared complete and accurate tax returns
- Generated business growth, increased client retention, and offered additional products and services
- Provided IRS Audit support
- Supported office priorities through teamwork and collaboration
- Scheduled more than 300 client appointments and maintained up-to-date confidential clients' files
- Reviewed documentation for accuracy ensuring clients received all available benefits and maximized returns
- Prepared monthly consolidated and individual financial statements for clients to ensure income tax return accuracy
- Developed in-depth knowledge of client business and industry through direct interaction while working on various aspects of engagement
- Secured and properly handled confidential data to protect against unauthorized access, improper transmission, and unapproved disclosure.

Providence Health & Services - Certified Nursing Assistant
Polson, MT • 01/2012 - 01/2016

- Assisted medical staff by providing direct personal care for patients
- Documented actions by completing forms, reports, logs, and records
- Provided patient comfort by answering questions
- Transported patients utilizing appropriate equipment in accordance with all applicable safety policies
- Reduced risks of patient infection and cross-contamination by cleaning and sterilizing equipment
- Participated in fun group activities with patients to boost mood, improve overall memory and provide light entertainment
- Supported ambulation and physical therapy needs by conducting planned exercise routines
- Cared for average of 26 patients per 8 hours in Memory Care facility, delivering high-quality, efficient support to meet all need
- Answered average of 30 call lights per shift increasing patient satisfaction