

Jessica Claire

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

SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

SKILLS

- Equipment testing and calibration
- Working collaboratively
- Critical thinking
- Reporting and documentation
- MS Office
- Penetration testing
- VMware
- New program installations
- Diagnosing issues
- System updates
- Program coding
- Customer-oriented
- Beginner in Python, C++, Linux
- Project documentation
- Cybersecurity analysis

CERTIFICATIONS

- AWS Certified Cloud Practitioner - 2020
- CompTIA Security+ - 2021

EDUCATION AND TRAINING

- Certificate of Completion** | Computer And Information Sciences 06/2020
Udemy, Online
- Udemy Coursework Completed: Business Writing & Technical Writing Immersion, Microsoft PowerPoint From Beginner to Advance, Strategy for Management Consultants & Business Analysts, Communication Skills Machine: Master Persuasion & Influence, Management Consulting Approach to Problem Solving,
 - Udemy Current Coursework: The Complete Nmap Ethical Hacking Course - Networking Security, Ultimate AWS Certified Solutions Architect Associate 2021
 - Udemy Relevant Coursework Completed: CompTIA Security+ (SY0-601) with Jason Dion
- Certificate of Completion** | Cyber Security 07/2020
IBM SkillsBuild, Online
- Courseworks Completed: CompTIA Security+ Prep, Jump-start: Prepare to be a Security Consultant learning plan
- AWS Certificate** | Computer And Information Systems Security 08/2020
Per Scholas, Online
- 14 week (over 50 hours a week) full time training into VMware, Linux, networking, DevOps, version control, bash scripting, with the following training information: AWS Cloud Training, CompTIA L(Linux+, Network+, Security+) Trainings
- Bachelor of Arts** | History And Sociology 05/2011
Mars Hill University, Mars Hill, NC

EXPERIENCE

- SITE LEAD, COVID-19 PCR TESTING** 01/2022 to CURRENT
Children's Mercy Hospital | Overland Park, KS
- Monitor worksite personnel to maintain high levels of quality and performance.
 - Comply with operational standards and OSHA regulations.
 - Maintain safe operating compliance and verify that operations met best practice standards.
 - Retain records of supplies and tools use and tasks perform for each project.
 - Communicate with local business owners and community members to facilitate use of resources.
 - Delegate daily tasks to team members to optimize group productivity.
 - Promoted to leadership position in recognition of strong work ethic and provided exceptional customer service.
 - Foster positive employee relationships through communication, training and development coaching.
 - Maintain cleanliness of testing kiosk and testing materials to comply with CDC guidelines.
 - Administer required COVID-19 PCR tests and sample collection using proper swabbing technique.
- COVID-19 TESTER** 04/2021 to 01/2022
Calportland | Tucson, AZ
- Collected and prepared nasal-pharyngeal samples for PCR testing of COVID-19 in accordance with standard methods and processes.
 - Maintained cleanliness of testing booth and testing materials to comply with CDC guidelines.
 - Followed in-process quality control procedures and performed accurate data entry of patient information to prepare collected specimens for testing and analysis.
 - Facilitate required COVID-19 tests and sample collection using proper swabbing technique.
- OPERATIONS SUPPORT SPECIALIST** 04/2017 to 03/2020
Williams-Sonoma, Inc. | Asheville, NC
- Reviewed and analyzed current company processes and identified and recommended improvement steps to optimize operations.
 - Trained and consulted with end-users of proprietary company software, delivered technical support and tested software to verify proper operation.
 - Identified needs of customers promptly and efficiently.
 - Enforced company policies, answered coworkers' questions and trained new personnel.
 - Identified operational and performance issues and worked with managers to resolve concerns.
 - Served as liaison between certain departments to implement new improvement plans and changes.
- ASSISTANT STORE MANAGER** 05/2016 to 06/2017
Georgetown Running Company | City, STATE
- Assisted in overall day-to-day operations of store, including continuous development of effective store associates to achieve desired sales and results.
 - Oversaw aspects of maintenance, inventory and daily activity management.
 - Welcomed customers, offered to help locate items and suggested merchandise without being intrusive or pushy.
 - Monitored sales floor to identify customers in need of assistance and merchandise in need of replenishment.