

JESSICA CLAIRE

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

SUMMARY

Excellent worker interested in completing tasks and assisting other in competently executing all aspects needed for a successful project.

SKILLS

- MS Office
- Work Planning and Prioritization
- Problem-Solving
- Project Leadership

EXPERIENCE

- 12/2009 to Current **Consultant**
Infosys Ltd – Salt Lake City, UT
- Evaluate the event and create a proposal
 - Set budgets for the event and find funding, secure venues, meet with vendors
 - Find speakers and meet with volunteers
 - Create and print program booklets and tickets, design plaques
 - Supervise the volunteer staff
 - Work with grant writers to secure monies for the Foundation
- 10/2018 to 12/2021 **General Warehouse Associate**
Ollie's Bargain Outlet – Oil City, PA
- Prepared packages and verified details for shipments.
 - Updated inventory and production information using warehouse management systems and scanner guns.
 - Moved large and bulky items manually or with pallet jacks or forklifts.
 - Examined packages and goods for damage and notified vendors of replacement needs.
 - Used pallet jacks to move items to and from warehouse locations.
- 08/1999 to 06/2014 **Office Manager**
Cyberark Software, Ltd. – Greater Boston, MA
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
 - Handled scheduling and managed timely and effective allocation of resources and calendars for CEO.
 - Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
 - Managed, scheduled and coordinated office functions and activities for employees.
 - Set up travel arrangements
 - Performed routine maintenance on office PCs and machinery
- 07/2006 to 10/2010 **Sales Lead (Supervisor)**
International Bancshares Corp – Uvalde, TX
- Opened and closed the store(financial), prepare cash and perform banking duties
 - Supervised sales staff and warehouse staff
 - Received and sent shipments
 - Organized store-wide events for customer retention
 - Disseminated up-to-the-minute staff training from the corporate office weekly
 - Maintained back office paperwork
 - Worked with the Visual team to change the look of the store seasonally
 - Simple store maintenance, i.e
 - Light bulbs, window cleaning, high ladder work, etc.
- 10/2001 to 12/2002 **Executive Administrative Assistant**
Agfa – Carlstadt, NJ
- Correspondence, fax, file
 - Set up travel arrangements
 - Kept calendar of events for Vice Presidents of Computer Engineering, and
 - Telecommunications
 - Set up video and audio conference calls
 - Subbed in on meetings for the Vice President of Computer Engineering
 - Archived files
 - Generated monthly reports
- 08/1999 to 06/2001 **Project Coordinator**
Capri Communities – Maple Bluff, WI
- Maintained records for ongoing projects
 - Assisted in organization of quarterly conferences and seminars
 - Solicited vendors for financial and in-kind donations for on-going operations; search for grant opportunities
 - Trained new employees and volunteers in the policies of the agency
- 06/1997 to 08/1999 **Administrative Assistant**
Mdu Resources Group, Inc. – Redmond, WA
- Concurrently: Personal Assistant to the Regional VP and Interim Executive Assistant to the C.O.O
 - Whose office was housed in the Georgia Office and successfully worked both positions
 - Correspondence, wrote contracts and quitclaim deeds, filed, faxed, transcribing
 - Maintained company records housed at the Fulton County Sheriff's Office
 - Participated in the Tax Deed Sales by bidding in auctions on the Courthouse steps
 - Performed accounts payable responsibilities for all billing coming into the Georgia Office
 - Resolved issues and receive payments for taxpayers in the Payment Department
- 03/1996 to 04/1997 **Secretary**
Aspire Team – City, STATE
- Switchboard, correspondence, flyers, faxed, mail pickup and distribution
 - Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter
 - Skills
- 08/1995 to 03/1996 **Account Representative**
AT&T – City, State
- Spoke with 100+/- customers daily about discrepancies in their long distance billing
 - Set up long distance service for new and returning subscribers
 - Received 4 awards for exemplary service initiated from comments and letters from customers
 - Offered proactive resolution ideas while driving actionable responses to questions, concerns or challenges, boosting client satisfaction ratings.

EDUCATION AND TRAINING

- 10/2016 **Bachelor of Science: Business Administration**
University of Phoenix - Atlanta, GA

ACTIVITIES AND HONORS

SKILLS

- MS Office
- Work Planning and Prioritization
- Problem-Solving
- Project Leadership

WORK HISTORY

- 12/2009 to Current **Consultant**
Alpha and Omega ..., Inc – Tucker, GA
- Evaluate the event and create a proposal
 - Set budgets for the event and find funding, secure venues, meet with vendors
 - Find speakers and meet with volunteers
 - Create and print program booklets and tickets, design plaques
 - Supervise the volunteer staff
 - Work with grant writers to secure monies for the Foundation
- 10/2018 to 12/2021 **General Warehouse Associate**
The Home Depot – Locust Grove, GA
- Prepared packages and verified details for shipments.
 - Updated inventory and production information using warehouse management systems and scanner guns.
 - Moved large and bulky items manually or with pallet jacks or forklifts.
 - Examined packages and goods for damage and notified vendors of replacement needs.
 - Used pallet jacks to move items to and from warehouse locations.
- 08/1999 to 06/2014 **Office Manager**
YaQar International Ministries, Inc – Tucker, GA
- Trained and mentored administrative staff members in company policies, daily task execution and industry best practices.
 - Handled scheduling and managed timely and effective allocation of resources and calendars for CEO.
 - Oversaw receiving and organizing correspondence, answering and forwarding calls and creating business letters and records.
 - Managed, scheduled and coordinated office functions and activities for employees.
 - Set up travel arrangements
 - Performed routine maintenance on office PCs and machinery
- 07/2006 to 10/2010 **Sales Lead (Supervisor)**
Coldwater Creek – Snellville, GA
- Opened and closed the store(financial), prepare cash and perform banking duties
 - Supervised sales staff and warehouse staff
 - Received and sent shipments
 - Organized store-wide events for customer retention
 - Disseminated up-to-the-minute staff training from the corporate office weekly
 - Maintained back office paperwork
 - Worked with the Visual team to change the look of the store seasonally
 - Simple store maintenance, i.e
 - Light bulbs, window cleaning, high ladder work, etc.
- 10/2001 to 12/2002 **Executive Administrative Assistant**
Manpower – Atlanta, GA
- Correspondence, fax, file
 - Set up travel arrangements
 - Kept calendar of events for Vice Presidents of Computer Engineering, and
 - Telecommunications
 - Set up video and audio conference calls
 - Subbed in on meetings for the Vice President of Computer Engineering
 - Archived files
 - Generated monthly reports
- 08/1999 to 06/2001 **Project Coordinator**
Believe and Receive, Inc – Tucker, GA
- Maintained records for ongoing projects
 - Assisted in organization of quarterly conferences and seminars
 - Solicited vendors for financial and in-kind donations for on-going operations; search for grant opportunities
 - Trained new employees and volunteers in the policies of the agency
- 06/1997 to 08/1999 **Administrative Assistant**
Capital Asset Research Corp – Atlanta, GA
- Concurrently: Personal Assistant to the Regional VP and Interim Executive Assistant to the C.O.O
 - Whose office was housed in the Georgia Office and successfully worked both positions
 - Correspondence, wrote contracts and quitclaim deeds, filed, faxed, transcribing
 - Maintained company records housed at the Fulton County Sheriff's Office
 - Participated in the Tax Deed Sales by bidding in auctions on the Courthouse steps
 - Performed accounts payable responsibilities for all billing coming into the Georgia Office
 - Resolved issues and receive payments for taxpayers in the Payment Department
- 03/1996 to 04/1997 **Secretary**
Dime Mortgage, Inc – Atlanta, GA
- Switchboard, correspondence, flyers, faxed, mail pickup and distribution
 - Pulled credit reports, accounts payable invoices and vouchers, maintained postage meter
 - Skills
- 08/1995 to 03/1996 **Account Representative**
AT&T – Marietta, GA
- Spoke with 100+/- customers daily about discrepancies in their long distance billing
 - Set up long distance service for new and returning subscribers
 - Received 4 awards for exemplary service initiated from comments and letters from customers
 - Offered proactive resolution ideas while driving actionable responses to questions, concerns or challenges, boosting client satisfaction ratings.