

JESSICA CLAIRE

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SUMMARY

Skilled team player with strong background in Healthcare, Security, Finance, Accounting and Administrative environments and proven Leadership experience. Works well independently to handle assignments and always ready to go above and beyond. Quick learner with great computer skills.

SKILLS

- EMT/BLS
- First Aid and CPR Certified
- Administrative support
- Microsoft Office (Excel, Word, Outlook)
- Quickbooks
- Bookkeeping
- Hazardous Items Understanding
- Safety Awareness

EXPERIENCE

- 04/2022 to Current **Aviation Security Officer**
Allied Universal Security – Lynnwood, WA
- Guarded restricted areas to prevent unauthorized entry.
 - Searched individuals and baggage for weapons and other prohibited items.
 - Monitored and conducted passenger screening.
 - Verified photo IDs and tickets to allow guests passage.
 - Utilized metal detectors, wands and X-ray screening machines to perform thorough check of individuals, belongings and cargo.
 - Coordinated and maintained smooth passenger traffic flow through airport security checkpoints.
 - Noted possible security issues and performed additional reviews.
 - Ramp and Aircraft access control and conduct aircraft search
- 02/2022 to Current **Cargo Warehouse Agent**
Command Security Corp – Poughkeepsie, NY
- Monitored work areas for cleanliness and functionality and removed obstacles for safety.
 - Staged and sorted multiple types of products for loading.
 - Operates forklifts to securely load and unload cargo for import and export operations.
 - Operated forklifts to fill or empty overhead spaces.
 - breaking down cargo and put in locations
 - weighing and tagging cargo
- 06/2020 to 03/2021 **In-Home Caregiver**
Eugene - Helping Hands Home Care – Eugene, OR
- Maintained clean and well-organized environment for client happiness and safety.
 - Improved patient outlook and daily living through compassionate care.
 - Supervised medication administration, personal hygiene and other activities of daily living.
 - Followed care plan and directions to administer medications.
 - Monitored client's well-being, safety and comfort under physician direction.
 - Organized and administered medications on schedules to alleviate symptoms and improve quality of life.
 - Prepared high-quality nutritious meals for patients to promote better overall health and improve eating habits.
- 03/2019 to 12/2019 **Security Officer**
Culver Academies – Culver, IN
- Leveraged critical thinking to identify and address potential security threats
 - Monitored operations at screening points, CCTV monitoring
 - Completed daily reports outlining regular activities and notable incidents, including theft and property damage
 - Patrolled the premises to identify and quickly respond to suspicious individuals or activities
 - Monitored entrances and exits to control access and prohibit entry of unauthorized individuals.
 - Guarded restricted areas to prevent unauthorized entry.
- 11/2015 to 02/2019 **ACCOUNTING ADMINISTRATIVE ASSISTANT**
Highgate Hotels – Saint Clairsville, OH
- Scanned checks and invoices into company's electronic filing system
 - Compiled documents, records, and information for end-of-year audits
 - Verified and posted account transactions in general ledger
 - Reconciled vendor invoices and recorded in accounts payable ledger and prepared payments
 - Posted payments and credits to customer accounts
 - Entered vendor invoices and managed accounts payable by preparing company checks for payments
 - Investigated account balances and resolved payment inquiries to customers
 - Prepared and enter general ledger journal entries for office expenses
 - Troubleshoot problems with office equipment and software to help staff stay productive and on-task
 - Documented payments and expenses to keep financial records current
 - Inventory Management
- 05/2008 to 09/2014 **Accountant**
Barry-Wehmiller – Nanuet, NY
- Performed basic accounting tasks, including accounts payable, accounts receivable, preparation of financial statements, and cash flow analysis
 - Identified and resolved accounting discrepancies and investigated apparent irregularities
 - Prepared journal entries and accurately entered data into accounting software
 - Supported general accounting tasks to complete the monthly close process
 - Tracked company expenditures against budget allocations and reported on status
 - Filed monthly sales tax returns for all operating companies
 - Reviewed annual expenses by category to assist in preparing operating budgets for the next year
 - Implemented and maintained internal financial controls to reduce risk
 - Reviewed bank statements and reconciled bank and company records
 - Prepared and filed monthly and annual tax returns
 - Issued reports to management depicting financial status of company.

EDUCATION AND TRAINING

- 08/2022 **Certificate: Emergency Medical Technician**
RWJ Barnabas EMT Program - Roselle, NJ
- 02/2020 **Certificate: Nursing Assistant**
Nursesvue Careetek - East Orange, NJ
- 08/2008 **Associate of Science: Business Administration**
College of Agriculture Science And Education - Jamaica
- 08/2003 **High School Diploma**
Buff Bay High - Jamaica