

# JESSICA CLAIRE

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📍 Montgomery Street, San  
Francisco, CA 94105

## QUALIFICATIONS

- active listening
- team player mentality
- outgoing personality
- leadership skills
- enthusiasm
- time management ability
- inventory management
- accurate money handling
- organizational skills

## EDUCATION

**Grosse Pointe South**  
Grosse Pointe Farms, Michigan •  
2014

**High School Diploma:** General  
participated in theater and  
lacrosse

active in the cooking programs  
excelled in English, creative  
writing, journalism

**Macomb Community College**  
Macomb Township, Michigan

*not completed*

In the midst of completing general  
credits then proceeding to Double  
major in British Literature and  
Special education while minoring in  
Marketing and Sales.

## PROFESSIONAL PROFILE

Dabbled in all sorts of positions in many fields of work, from Restaurant/Customer Service to an Arts and Crafts Director at a weight loss camp. Willing to work long hours and always complete projects in a timely manner, undoubtedly dedicated to the job I am assigned. Experienced working with a variety of customers, patients and knowledge of menu/stock is very important to me and in assisting the customer. Able to work in a high intensity environment, while keeping my sights clear on the task at hand.

## RELEVANT EXPERIENCE

Won semi- counselor of the year - Camp Shane

Promoted to head busser after only 2 months - Dylans Raw Food Bar

Actively found new ways for easier tip counting and quicker ways to close the store in a orderly fashion - Windmill Pointe Park

Mentored 2 new bussers after me, as well as the next arts and crafts director - Camp Shane - Dylans Raw Food Bar

Made the most tips in 2 weeks for "Friendly and Encouraging Attitude" - Dylans Raw Food Bar

## EXPERIENCE

**Miller's Ale House - Arts and Crafts Director**

Jupiter, FL • 05/2015 - 07/2015

Worked with children helping them create memorable crafts to bring back to their family from their summer experience. Leather work, sewing, beading and making jewelry, as well as pottery and painting were just a few of the daily tasks.

Won semi- counselor of the year

sewed 24 costumes in 2 days for the final play at the end of the summer

**Pitfire - Busser**

Pasadena, CA • 04/2013 - 08/2013

Most of my duties included refilling drinks, picking up plates and taking them to the back for wash, sweeping, resetting tables, making sure the customer is satisfied while their meal is taking place.

Was a very dedicated worker, had customers come back to see me many times, even had regulars who tipped tremendously. Was excited to find that I had gotten the most tips in 2 weeks out of all the wait staff.

**Sunrise Senior Living - Cashier**

Minneapolis, MN • 04/2012 - 08/2012

As a cashier, I was given the money for the product and was pleased to give exact change. At the end of the night I would separate the tips evenly and hand them out, then proceed to organize the products and stock for the next morning. When I completed that final task I would lock up.

**Mary Balos - Care Taker**

City, STATE • 08/2013 - 05/2014

My responsibility's were giving medication after school, making lunches, assisting with homework and making sure dinner is ready for kids. Cleaning the kitchen a few times a week and organizing mail and documents. Was very doting on children always acting on their requests, doing what was necessary.

## AFFILIATIONS