

Jessica Claire

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WEBSITE, PORTFOLIO, PROFILES

- Clairescatering.blogspot.com

PROFESSIONAL SUMMARY

Driven Executive Soufs Chef and Insurance broker with over 10+ years of experience offering personalized, courteous service. Expert at managing nutritional and meal planning service as well as insurance sales cycle, prospecting and follow-up support. Skillful in advising current and potential clients on insurance coverage plans and processing applications, payments and corrections. Resourceful and versatile professional with reputation for consistently achieving aggressive sales goals.

SKILLS

- Agent Collaboration
- Industry Monitoring
- Claims Reporting Systems
- Claims Information Gathering
- Financial Needs Assessment
- Premium Calculations
- Insurance Policy Sales
- Life Insurance
- Insurance Coverage Verification
- Excellent Communication Talents
- Client Prospecting
- Policyholder Communication

WORK HISTORY

INDEPENDENT INSURANCE AGENT 08/2021 to CURRENT

Pyramid Hotel Group | Milwaukee, WI

- Maintained high standards of customer service by building relationships with clients.
- Responded to customer calls swiftly to resolve issues and answer questions.
- Sold auto, home, life and other various insurance products to individuals and affinity groups within assigned territory using consultative selling techniques.
- Obtained underwriting approval by completing application for coverage.
- Spent ample time with each customer, verbally reviewing and explaining documents for client comprehension.
- Determined client needs and financial situations by listening and scheduling fact-finding appointments.
- Approached potential clients by using direct marketing mailings and phone contacts.
- Worked to accommodate new and different insurance requests and explored new value opportunities to optimize insurance agency reputation.
- Explained advantages, features and disadvantages of various policies to promote sale of plans, boosting overall sales by 87%.
- Cultivated new business by offering presentations on financial well-being to individuals and groups on term and whole life insurance.
- Displayed consistent, positive attitude towards customers, peers and other personnel, even during high-stress situations.
- Met and exceeded revenue goals by 88% through generating new leads and identifying new clients.

EXECUTIVE SOUS CHEF 08/2018 to CURRENT

Hamm's Catering Service | City, STATE

- Plated every dish with attractive flair to meet strict restaurant standards and maintain stellar business reputation.
- Established and updated staff schedules and assignments to optimize coverage of peak times.
- Maintained high food quality standards by checking delivery contents to verify product quality and quantity.
- Oversaw business operations, inventory control, and customer service for restaurant.
- Delivered excellent food quality and maximized customer satisfaction by preparing meals according to customer requests.
- Prevented cross-contamination from utensils, surfaces and pans when cooking and plating meals for food allergy sufferers.
- Initiated training for new team members on culinary techniques to improve productivity and increase kitchen workflows.
- Collaborated with staff members to create meals for large banquets.
- Assisted customers in planning corporate events, social galas and gourmet dinners.
- Generated employee schedules, work assignments and determined appropriate compensation rates.
- Increased profits and efficiency 95% by building optimal inventory control model.
- Produced revolutionary menu offerings to put establishments on local, regional and national map.

ROOFING CONTRACTOR 02/2021 to 09/2022

Geoff Roofing | City, STATE

- Safely used all tools and equipment to prevent worksite injuries.
- Installed, repaired, and replaced single-ply roofing systems.
- Installed high-quality roofing systems, paying careful attention to hazards and other safety concerns.
- Precisely cut felt, shingles and strips of flashing to fit angles formed by walls, vents and intersecting roof surfaces.
- Fastened composition shingles and sheets to roof with asphalt, cement and nails.
- Repaired and restored roofing of residential and commercial buildings.
- Designated and managed material staging areas.
- Trained and oversaw individuals in roofing system installations.
- Conducted regular inspections and troubleshot building roofing systems for commercial and residential customers.
- Consistently stayed under budget by monitoring job progress and controlling costs.
- Provided accurate information to estimators for major change orders.
- Coordinated work and project schedules for numerous clients and subcontractors.

AGRICULTURAL FIELD SUPERVISOR 09/2009 to 01/2021

Best Farms | City, STATE

- Explained and demonstrated working techniques, practices and safety measures for permanent and migrant agricultural workers.
- Hired, trained, and supervised seasonal workers engaged in cultivation and harvest.
- Planned schedule for crop rotation, plantings and harvest.
- Worked closely with employees to improve practices, techniques and safety choices, optimizing performance and minimizing waste.
- Purchased supplies such as seed, pesticides and fertilizer.
- Led team of 25 skilled and unskilled farm personnel.
- Analyzed soil to measure pH, minerals, and organics to judge best fertilizer and amendments for maximum crop production.

EDUCATION

Insurance License | Finance 08/2021

World Financial Group Training Academy, Halifax

Level 4 Certificate | Food Preparation And Nutrition Management 04/2010

H.E.A.R.T Trust NTA, Kingston, Jamaica

High School Diploma 05/2002

Tarrant High School, Kingston, Jamaica