

Jessica Claire

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PROFESSIONAL SUMMARY	<ul style="list-style-type: none">Articulate, detail focused and driven to succeed. Strategic planning and client relationship management.
CORE QUALIFICATIONS	<ul style="list-style-type: none">Results-orientedQuick learnerComputer proficientCreative Problem SolvingMulti-Task ManagementOrganizedUnsurpassed work ethicRelationship buildingTroubleshootingTime management skills
EXPERIENCE	INFORMATION TECHNOLOGY ASSISTANT PROJECT MANAGER 09/2015 to CURRENT Salvation Army Usa Kankakee, IL <ul style="list-style-type: none">Plan, initiate, and manage information technology (IT) projects.Lead and guide the work of technical staff.Serve as liaison between business and technical aspects of projects.Plan project stages and assess business implications for each stage.Monitor progress to assure deadlines, standards, and cost targets are met.Define project deliverables and monitor status of tasks.Collaborate with cross-functional teams to draft project schedules and plans.Monitor team progress and enforced deadlines. CHLDCAE WORKER 06/2014 to 09/2015 Black Hills State University City, STATE <ul style="list-style-type: none">Attend to children at childcare institution.Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.I had my own class of 6 one-year-olds. I was responsible for every aspect of their day.Employed a variety of materials for children to explore and manipulate in learning activities and imaginative play.Offered detailed daily reports that outlined each child's activities.Carefully identified warning signs of emotional and developmental problems in children.Created and implemented a developmentally appropriate curriculum.Upheld all CPR and South Dakota regulated certifications.Offered stimulating curriculum that accommodated all learning styles.Supervised circle time, free play, outside play and learning and developmental activities. CHOF/HEAD COOK 02/2012 to 06/2014 Good Earth Natural Foods City, STATE <ul style="list-style-type: none">Directed and participated in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods.Planned and priced menu items, ordered supplies, and kept records and accounts.Provided courteous and informative customer service in an open kitchen format.Systematically tasted and smelled all prepared dishes, and observed color, texture and garnishes.Consistently kept a clean and safe environment by adhering to all federal, state and local sanitation and safety requirements.Followed proper food handling methods and maintained correct temperature of all food products.Consistently produced exceptional menu items that regularly garnered diners' praise.Quickly and courteously resolved all guest problems and complaints.Regularly developed new recipes in accordance with consumer tastes, nutritional needs, and budgetary considerations. EDUCATION 08/01/1999 Bachelor of Science Speech Pathology/Audiology University of Wyoming, Laramie, WY Minor in Spanish GPA: 3.4 High School Diploma 05/01/1994 Natrona County High School, Casper, WY GPA: 3.2