

JESSICA CLAIRE

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Summary

Recent graduate with excellent research, technical and problem-solving skills. Detail-oriented and able to learn new concepts quickly. Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Responsible and motivated student ready to apply education in the workplace. Enthusiastic Student with superior skills in working in both team-based and independent capacities. Bringing strong work ethic and excellent organizational skills to any setting. Excited to bring above average user skills in information technology and social media. Motivated individual with business acumen and willingness to take on challenging roles. Tech-savvy and quick learning with technical know-how, social media expertise and sales abilities to support and drive substantial growth.

Skills

- Microsoft Excel/word
- Account Management
- Consulting
- Prospecting customers
- Banking Product knowledge to communicate to customers
- Analytical
- Friendly, positive attitude
- Good work ethic
- Reliable & trustworthy
- Decision-making
- Organization
- Teambuilding
- Flexible schedule
- Dependable

Experience

Banking Associate, 05/2022 to 12/2022

Fidelity National Information Services – Colorado Springs, CO

- Research and analyze current market trends.
- Build relationships with current and potential clients.
- Discuss financial needs and goals with clients.
- Analyze and manage clients' financial portfolios.
- Advise clients on products, services and investments that can help them manage or earn money.
- Conduct risk assessment.
- Research and prepare reports for acquisitions
- Met or exceeded sales goals by promoting bank products and services in customer interactions.

Sales Consultant, 07/2021 to 12/2021

Credibly – Southfield, MI

- Educated homeowners on benefits of solar energy such as potential savings, lowered environmental impacts and likely increases in home value.
- Developed expertise in renewable energy and smart home products to better serve customers' needs and promote products.
- Inspected customers' homes and businesses to develop detailed solar installation quotes.
- Talked with customers about benefits of solar power in comparison with traditional power services.
- Over exceeded sales expectations
- Maintained schedules of appointments with prospective and established customers.
- Attended product training, workshops and conferences to maintain current understanding of industry trends and advancements.
- Prepared proposals, negotiated terms and closed product and service sales.

Pharmaceutical Operator, 08/2020 to 06/2021

Merck & Co., Inc. – Evansville, IN

- Prepared medications and conducted quality checks.
- Observed gauges, recording instruments and flowmeters to maintain specified conditions.
- Presented clean and sanitized vehicle to customers for utmost satisfaction.
- Identified needs of customers promptly and efficiently.
- Made decisions and executed changes based on process data, quality checks and test results to keep products at target and within specifications.
- Controlled risks of fire, explosions and burns by carefully following safety protocols.
- Identified issues promptly and immediately notified supervisor regarding potential project delays.
- Warehouse experience
- Moved boxes, containers and pallets with special-purpose equipment to meet demanding production targets.
- Packed and labeled merchandise to prepare for loading and shipment to customers.
- Used pallet jacks to move items to and from warehouse locations.
- Operated forklifts to fill or empty overhead spaces.

Customer Service Associate, 05/2018 to 03/2020

The Paradies Shops – Oklahoma City, OK

- Supported customer service goals and enhanced relations through friendly, knowledgeable and positive communication.
- Met and exceeded productivity targets by handling every interaction with top-notch customer service.
- Upheld quality control policies and procedures to increase customer satisfaction.
- Addressed inquiries, resolved customer issues and managed customer relations.
- Provided outstanding service to new and long-standing customers by attending closely to concerns and developing solutions.
- Followed policies and procedures to meet or exceed established performance requirements.
- Recommended and initiated product offerings to meet customer changing needs.
- Improved customer service wait times to mitigate complaints.

Education and Training

Bachelor of Science: Finance/Business Management, 05/2022

East Stroudsburg University of Pennsylvania - East Stroudsburg, PA

Languages

Albanian:

Negotiated:

Other

- Student Athlete Honors Student
- Professional level soccer player
- Individual coaching for elite performance
- Dual Citizenship