

JESSICA CLAIRE

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 (555) 432-1000

 Montgomery Street, San Francisco, CA 94105

SUMMARY

Tech-savvy online professional seeks page position within the Jackson District Library system. Highly detail-oriented with a strong desire to work with people and make a positive contribution to our community library.

HIGHLIGHTS

- Natural problem solver.
- Proficient in Microsoft Office and Google Docs.
- Able to accurately follow directions and work independently.
- Friendly and courteous.
- Comfortable with answering phones and operating fax and photocopy machines, including scanners.
- Flexible schedule.

EDUCATION

North Adams-Jerome High School
North Adams, Michigan • 2002

High School Diploma

EXPERIENCE

Fedex - Alzheimer's Caregiver

Cincinnati, OH • 05/2014 - 06/2015

- Managed all basic daily care needs, including meal planning, preparation and feeding; distributing medications, dressing, grooming and bathing.
- Maintained clean, comforting and friendly environment.
- Researched activities and strategies to address patient's changing needs as disease progressed.

Farm Drainage - Agricultural Water Management Specialist

City, STATE • 09/2011 - 05/2014

- Responsible for anticipating and gathering required tools and equipment for various specialized tasks in a fast-paced work environment.
- Routine maintenance and light repair, including fluid checks and fills, oil and filter changes, lubrication on tile machine, excavators, bulldozers and backhoe.
- Brought up team morale during inclement weather and long hours with humor and pockets of starlight mints and root beer barrels.

IE Creative - Owner

City, STATE • 02/2011 - Current

- Organize and manage workflow to meet translation and project deadlines.
- Deliver 100% accurate translations and other projects ahead of schedule.
- Generate and issue invoices and manage payments received.
- Work with technology and online services to meet customers' needs.