
JESSICA CLAIRE

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WEBSITE, PORTFOLIO, PROFILES

- Spirithorse Gems Facebook
- Spirithorse Gems google

PROFESSIONAL SUMMARY

Multi-talented Jewelry Designer successful at meeting customer expectations and business needs. Proficient in CAD software and skillful in handling all aspects of design and production. I also teach jewelry and beadwork design and have taught in the community collage and at the local hobby craft stores.

SKILLS

- Custom designs In Bead Work & Modern Jewelry Making
- Project Management I run my own business successfully for over 15 yrs.
- Mass production Im only one person but I have Made Pieces to keep up with clients demands
- Specialty materials I use all kinds of materials jewelry designing and making
- Market understanding I have a sense of business skills and marketing to stay in business all these years
- Settings I have set most all gemstones in different jewelry settings and have designed a few of my own as well

Jewelry Designer 04/2001 - Current

Baublebar – Moonachie, NJ

- Constructed both one-off and mass-produced items with skilled finishing work such as engravings and embossings.
- Conducted in-depth research to identify sourcing for high-quality materials and stones at attainable pricing.
- Worked with individual clients to design unique pieces, communicating effectively to establish vision and specifications.

Travel Hotel Airline and Dining Reservationist. 01/2000 - 04/2001

The University Of Oklahoma – Norman, OK

- Managed online booking inquiries and assisted guests and travel partners with questions throughout entire booking cycle.
- Prepared customer invoices, accepted payments and processed refund and cancellation requests.
- Maintained awareness of types of rooms available in different resort locations.
- Informed clients of essential travel information, such as travel times, transportation connections, medical and visa requirements to facilitate quality service.
- Worked closely with front desk to achieve full occupancy of property.
- Answered incoming phone calls and developed friendly rapport with callers while answering questions, making recommendations and leading conversations to bookings.
- Suggested various packages and amenities to guests, helping each find perfect accommodations to fit personal needs.
- Provided high level of customer service to each person by engaging customer and using active listening and effective interpersonal skills.
- Provided customers with information about availability and pricing.

Veterinary Nurse, 01/1985 - 01/2000

Hope & Happiness Animal Hospital – City, STATE

- Managed medical intervention and therapy for animals in collaboration with Veterinary Nurse.
- Triage incoming patients to determine treatment needs and urgency of care.
- Answered owner animal health questions and advised on best care practices.
- Processed new patients and updated client records with key information using standardized registration systems and encrypted databases.
- Cleaned and disinfected exam areas, surgical equipment and kennels to prevent diseases and control odors.
- Recorded symptoms and documented medical observations to inform treatment decisions.
- Bathed and dipped dogs afflicted with Demodex mange, Sarcoptic mange and fleas parasitic infections and applied specific medications for itch relief.
- Inoculated animals to prevent rabies, distemper and parvo.
- Assisted senior staff with blood analyses and physical assessments.
- Prepared surgical instrument packs and drapes for use in sterile environments by processing in autoclave under high pressure and high temperature conditions.
- Aided veterinary surgeon with spay and neuter and all types of surgeries and procedures for domestic and exotic species with complex requirements.

Animal Receiving . 01/1989 - 01/1996

S.P.C.A. – City, STATE

- Administered medications to animals in treatment and documented changes in condition.
- Cleaned and disinfected exam areas, surgical equipment and kennels to prevent diseases and control odors.
- Collected patient biopsies and blood samples for laboratory analysis.
- Maintained animal health and wellbeing by brushing coat, trimming nails, cleaning ears and providing other types of basic care.
- Educated caregivers and pet owners on animal care, nutrition and disease management.
- Completed animals examinations and recorded pulse, respiration rate and temperature.
- Restrained animals safely during exams and procedures.
- Performed laboratory tasks by developing radiographs and x-ray images and testing blood and bodily fluids.
- Supported animal surgeries by preparing animals, maintaining surgical equipment and monitoring animal condition after surgery.
- Collected, prepared and labeled samples for laboratory testing, culture and microscopic examination.
- Prepared surgical instrument packs and drapes for use in sterile environments by processing in autoclave under high pressure and high temperature conditions.
- Kept animal coats clean and healthy with regular washing, grooming and trimming.
- Kept cages, kennels, play yards and grooming areas neat and clean.
- Handled administrative work such as answering telephones and scheduling appointments for visits.
- Collected animal waste produced on walks and discarded in trash or approved receptacles.
- Carefully clipped nails and trimmed hair around pads and paws, using gentle approach for anxious pets.
- Followed pet care instructions for dietary needs and medication regimens.
- Managed facility laundry, cleaning and restocking.
- Washed, trimmed and brushed animals to maintain good grooming standards.
- Followed effective process for bathing and grooming dogs to remove dirt, loose hair, parasites and hair mats.
- Monitored animals for signs of disease, illness or injury and communicated concerns to owners.
- Followed specific food and water schedules for different animal species.
- Monitored animals for behavioral problems and signs of health issues.
- Observed animal details such as size, condition, behavior and eating habits and documented data with [\[Software\]](#).
- Mixed and administered special food formulas to individual animals based on unique dietary needs.
- Documented animals' weight, size and condition in computer system for review by senior staff.
- Cared for sick or injured animals by seeking out veterinary care and notifying owners.
- Swabbed ears to remove wax and dirt, removing extra hair to allow air to circulate freely and avoid infection.
- Performed basic wound care and other medical aid, working with veterinarians to handle advanced cases.

EDUCATION

Pearl Specialist: Jewelry And Metalsmithing, 06/2018

Pearls As One - Online

Veterinarian Assistant: Animal Science, 01/1982

North American School of Animal Science - Miami Beach, FL

High School Diploma: 06/1978

Largo High School - Largo, FL

- Gemstone ,mineral ,fossil,pearl
- Pearl Specialist Training -
- Licensed Pear Specialist -