
JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

SUMMARY

Results-focused management professional offering 20 years of progressive leadership experience. Transforms high-potential staff into outstanding leaders who demonstrate the creativity and savvy that is critical to financial and operational success.

SKILLS

- Operations management
- Policy/program development
- Staff training
- Computer-savvy
- Calm under pressure
- Complex problem solving
- P&L Management
- Problem Resolution
- Employee Scheduling
- Customer Relations
- Budget Forecasts
- Staffing

EXPERIENCE

Sales Management/Store Manager, 06/2013 - Current

US Cellular – City, STATE

Operation's and P&L. Surpassed revenue goals in four consecutive quarters. Served as mentor to team members. Achieved goals for multiple quarters by building amazing skills through a highly ethical team which also resulted in superior customer scores.

RWC, 05/2011 - 06/2013

US Cellular – City, STATE

Customer service, Sales driven and results driven, Was in the top 5% of the organization for results achieved and received multiple awards for multiple categories.

Commercaill services, 05/2009 - 05/2011

Home Depot – City, STATE

Achieved results with cold calls, Following up with current customers daily, Business sales. I helped introduce looking online for bidding services to help achieve higher store results.

Sales Manager/ Store MANager, 09/1998 - 05/2009

Circuit City – City, STATE

Goals and results driven by providing superior customer service. Analyzed daily goals. Delegated to my team specific tasks that needed to be completed weekly. Teach, trained, Hired, Developed, Accountability. Was responsible for store P&L, Operations, Inventory, Store opening and closing procedures.

EDUCATION AND TRAINING

Associate of Science: EMT, 1998

NHTI - Nashua, NH

Electrical Mechanical Technology (Robotics)

Math driven.

High School Diploma: General, 1994

Salem Highschool - Salem, NH

General Studies

ACTIVITIES AND HONORS

Multiple Leadership Development Program trainings were completed in these areas.

- Chicago
- Virginia
- Las Vegas
- Nashua
- Portland Maine
- Burlington Ma.