

JESSICA CLAIRE

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SUMMARY

Cleaning professional offering 2 years of experience in In and outside settings. Skilled at independently handling all types of cleaning, including floors, bathrooms and work areas. Learns quickly on the job and able to multitask with ease.

Dedicated General Laborer experienced in plumbing, maintenance and shipping and receiving. Flexible individual willing to take on any tasks to assist team with projects.

Physically fit Laborer effective at completing difficult projects and tasks on schedule. Consistently follows through with all orders and instructions. Works well in a team setting.

Enthusiastic individual 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 begin new challenge with successful team.

Organized Sales Administrative Assistant offering excellent planning, problem-solving and communication skills. Supporting high-performance sales teams in identifying customer needs and delivering solutions. Strong verbal and written communication skills to document sales activities.

SKILLS

- Detailing equipment
- Special purpose cleaners
- Hand tools
- Window and windshield cleaning
- Safety behaviors expertise
- Hand tool operations
- Forklift driving
- Materials handling
- Problem resolution
- Operational improvement
- Process improvement
- Communications
- Customer service
- Team building
- Continuous development
- Safety understanding
- Money handling
- Equipment operation
- Forklifts
- Pallet jacks
- Warehouse operations
- Facilities maintenance
- Material Safety Data Sheets
- Manual dock chain pulling
- Materials handling and transport
- Time management
- Dependable and reliable
- Stockroom procedures
- Loss prevention

EXPERIENCE

Agricultural Field Worker, 01/2020 - 06/2020

Nestle International – White Plains, NY

- Cultivated soil on designated areas of land.
- Constructed frames to support healthy growth of berries, legumes and vines.
- Maintained and repaired farming equipment to provide consistent usability, prime operational condition and alleviate downtime.
- Operated trucks, tractors and other large farm equipment to distribute feed to animals, move supplies and transport stock.
- Updated records with data about animal growth, feeding patterns, costs and behaviors.

Sanitation Worker, 03/2018 - 01/2020

Aramark Corp. – Honolulu, HI

- Handled, used and stored hazardous chemical cleaners correctly to prevent injury or illness.
- Took out garbage and recycling daily.
- Complied with company policies regarding safe storage of chemicals.
- Stocked supplies in restroom and other stations throughout office building.
- Utilized Personal Protective Equipment (PPE) correctly.
- Used brooms, mops and vacuum cleaners to remove dirt and debris from floors.
- Applied industrial chemicals safely to clean surfaces in [Type] environment.
- Cleaned [Type] areas effectively and efficiently.
- Set up [Type] equipment for next day's operations.
- Followed sanitation schedule and documented cleaning activities.
- Cleaned interior and exterior windows in office building.
- Sanitized floors and walls to protect workers.
- Applied wax to auto body and wiped and buffed surfaces with cloth or buffing machines to prevent oxidation.
- Monitored inventory of cleaning products and re-ordered as needed.
- Recommended, selected and helped locate out-of-stock merchandise based on customer requests.
- Vacuumed interior, cleaned upholstery, rugs and other surfaces and added air fresheners to interior of vehicle.
- Cleaned vehicle external areas by hand, brush or by operating Other equipment and washing equipment to preserve exterior.
- Maintained cleanliness and presentation of stockroom and organized chemical racks by size, style and color to promote visually appealing environment.

Hot Bar Cook, 09/2017 - 07/2018

Lkq Corp – Charlotte, NC

- Developed new recipes based on knowledge of consumer tastes, ideal nutritional needs and budgetary considerations.
- Garnished and arranged plated meals.
- Assisted in preparation of menu items such as steaks, burgers and sandwiches.

• Communicated with wait staff regarding special requests, including food allergies and preparation techniques.

• Followed proper food handling methods and maintained correct temperature of food products resulting in consistently high scores on health inspections.

• Operated fryers and grills according to instructions to maintain safety and food quality.

• Chopped, diced and sliced ingredients for stir-fries, salads and appetizers.

• Set up work stations prior to restaurant opening to improve speed during busy periods.

Warehouse Order Puller, 01/2015 - 06/2017

Sanwas Farmers Maket – City, STATE

- Unloaded merchandise, which included [Product] and [Product] from delivery trucks quickly and efficiently.
- Packed products into designated boxes, taking care to protect items from damage or shifting during transport.

• Prepared products, including [Product] and [Product] for shipping according to company specifications.

• Monitored aisles and floor areas for neatness and organization to enable forklifts to effectively operate throughout warehouse.

• Kept work areas clean, neat and organized for optimal productivity and worker safety.

• Operated warehouse equipment with caution and according to manufacturer instructions to reduce risk of accidents and malfunctions.

• Used forklifts, pallet jacks, hand trucks and overhead cranes to move items throughout facility.

EDUCATION AND TRAINING

GED: 04/2016

Chamberlain High School - Tampa, FL

• 2.6 GPA

• Honor Roll 2 Semester in 2014