

JESSICA CLAIRE

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SKILLS

- Friendly demeanor
- Customer assistance
- Time management skills
- Sales Goals
- Judgment and Decision Making
- Equipment Maintenance
- Staff Training
- Public Speaking
- Efficient Multitasking
- Lesson Planning
- Conflict resolution
- Strong verbal communication
- Basic Mandarin Chinese
- Cleaning and sanitizing
- Brushing and Grooming
- Exercising and Playing
- Nutritious Feeding
- Animal care
- Basic fighting techniques
- Personal fitness training

EDUCATION

Illinois Valley High School
Cave Junction, OR

GED

BYU Pathway
Online

Degree Prep

- 9 credit course of basic Math, English, and Life Skills (financing, time management, long term goals, etc.)
- Planned and delivered course lessons at weekly class meetings.

Church of Jesus Christ of Latter Day Saints
Worldwide

Religion

- Basic Mandarin Chinese. I learned Mandarin before moving to Taiwan for two months of volunteer work; teaching religion in the Mandarin language and working with the people to find service opportunities.
- Preparing and delivering talks in front of large audiences, planning and executing service projects for people in need, planning and directing youth and adult classes.
- Graduated 4 year religious seminary program.
- Completed Young Women's 5 year Personal Progress Project; establishing positive personal habits, planning and providing 70+ hours of community service, and completing personal study program of Christian theology.
- Continuing education in Christian history and theology, and Mandarin Chinese.

Rising Dragon Martial Arts
Cave Junction, OR

Health And Physical Fitness, Mental Discipline

- 3 years of Martial Arts has taught me how to defend myself, and also how to be confident and agreeable with others in tense situations, and the mental discipline to tackle daunting challenges and finish what I start.
- Volunteer assistant Jr instructor, teaching martial arts to children.
- Continuing education in boxing.
- Awarded 4 out of 5 belts.

PROFESSIONAL SUMMARY

Friendly and hardworking, I have experience communicating effectively as a team member and catering to customers personal needs. My teaching experience has taught me leadership skills; how to listen, communicate clearly, diffuse conflict, and take charge. As a farmer and martial artist, I have the focus and guts to plan and pace myself through large and daunting projects, overcoming roadblocks with creative solutions and turning my dreams to victories. Learning a second language has expanded my capacity for empathy and creative communication. I am a quick learner who loves to spice up the workplace with a positive attitude and a passion for my job.

WORK HISTORY

Kimpton Hotels - Kennel Attendant , Animal Husbandry
Bozeman, MT • 02/2019 - 02/2020

- Mixed and administered special food formulas to individual animals based on unique dietary needs.
- Kept animals clean and free of contaminants to promote optimal health.

Subway - Fast Food Employee
City, STATE • 02/2018 - 11/2018

- Helped customers complete purchases, locate items and join reward programs to promote loyalty, satisfaction and sales numbers.
- Answered questions about store policies and concerns to support positive customer experiences.
- Instructed new staff in proper food preparation, storage, use of kitchen equipment, sanitation and safety.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Prepared identical dishes numerous times daily with consistent care, attention to detail and quality.
- Checked completed orders for accuracy and bagged meals for easy carrying.

Self Employed - House Cleaner, Yard Maintenance Worker
City, STATE • 04/2017 - 04/2018

- Engaged potential leads through great service, befriending and suggesting personalized yard service, turning prospective clients into paying customers.
- Exceeded client expectations to garner future services.
- Acquired customer feedback for operational improvement initiatives.
- Worked with customers to develop designer landscaping plans.
- Educated employees and members of public on plant biology and health.
- Operated landscaping equipment with focus on safety and efficiency.
- Maintained grounds including trimming, proper pruning, weeding and general clean-up.
- Cleaned and sanitized bathrooms, hallways, bedrooms, living rooms and kitchens.
- Maintained clean and orderly environment and kept cleaning equipment in excellent condition.

Kerbyville Natural Farms - Agricultural Assistant

City, STATE • 01/2015 - 11/2017

- Built long-term, loyal customer relations by providing top-notch service, offering unique discount options and inspiring interest in new product lines.
- Calculated correct order totals, updated accounts and maintained detailed records for inventory management.
- Worked with customers to understand their needs and expectations and provide exceptional service.
- Resolved conflicts and negotiated agreements between parties in order to reach win-win solutions to disagreements and clarify misunderstandings.
- Monitored social media and online sources for industry trends.
- Prepared various floral arrangements, including potted plants and bouquets based on customer requirements.
- Operated large farm tractors with strong focus on safety.
- Harvested and inspected **vegetable**, **fruit**, **shrub**, **tree** and **flower** crops.
- Identified plant diseases and researched methods for mitigation.
- Examined livestock animals for signs of illness and injury, cleaned and disinfected pens and facilities.
- Irrigated farm soil and performed repairs and routine maintenance on pipes and pumps.
- Rearranged crop fields and flower gardens seasonally.
- Cultivated soil and added fertilizer, compost and amendments.