

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) 432-1000 - resumesample@example.com

SUMMARY

Experienced Excavator Operator with Over 10 years of safe operation Experience (Physical Excavation by diving in the sea with boat and sharp blade bucket). With Background working with dredger, movers and lifting equipment. IT and Accounting experience. Good English and Igbo Language Communicator.

SKILLS

- Routine Cleaning
- Safety Procedure
- Written and verbal communication
- Ground disturbance Issues
- Pre-operational equipment checks
- Insure proper pipe rigging

EXPERIENCE

02/2022 to 11/2022 **Ministry Assistant**

Avery Dennison Corporation – Seattle, WA

- Excavation of Sands by diving in sea.
- Excavation of sand using dredger .
- Moving of sand to loading site
- Lifting and loading sand on Tipper
- Maximized equipment and personnel protection by identifying and avoiding hazards.
- Performed equipment inspections before and after each shift, turning on equipment logs to direct supervisor.
- Conflict resolution
- Team building
- Problem resolution
- Maintained updated knowledge through continuing education and advanced training.
- Demonstrated leadership by making improvements to work processes and helping to train others.
- Improved operations by working with team members and customers to find workable solutions.
- Excel , Microsoft Word, Access, Power Point and QuickBooks

EDUCATION AND TRAINING

12/2021

Certificate: Human Right Education / Business Consultancy

US Human Right Institute - New York

01/1998

Traning: Professional Diving And Instruction

Training - Mr. Emmanuel Doc (The Excavator/ Diver Trainer)

08/2021

Certificate : Business Analytics Course

Alightpro - Online

02/2014

Post Graduate Diploma in Education (PGDE) Qualification To Do Masters Degree: Educations / English

Ahmadu Bello University /National Teachers Institu - Zaria Sokoto Nigeria

09/2005

Higher National Diploma (BSs Equivalent): Accounting

Akwai State Polytechnic - Ikot Osurua Akwai Ibom State Nigeria

03/2000

National Diploma (ND): Business Studies

Akwai Ibom State Polytechnic Ikot Osurua - Akwai Ibom State Nigeria

02/2022

Career4U Program : Microsoft Software Administrator

Houston Community College - Houston, TX